

**Wire Transfer Request Form**  
**Submit this form with required attachments to WTPayments@URBN.com**

This form is to be used generally for international suppliers with international banking details to complete supplier Payments will be made in USD only

Each wire payment will carry a \$25 wire transfer fee which will be deducted from the total supplier payment per incident

**Note - Rejected or failed payments due to inaccurate information received from the supplier could delay payment by two or more weeks. Urban Outfitters will make reasonable attempts to reach out to suppliers to obtain correct information when failures occur, but it is the supplier's responsibility to provide accurate information on this form.**

*For questions filling out this form or if you have a change in your banking information, please contact Nigel Williams via email Nheckstall@urbn.com*

**Request Information**

Supplier Name   
(Name should match the supplier name on your purchase order)

Supplier Number:   
(Supplier number will be found in Tradestone)

Date Requested:

Supplier contact name

Supplier contact email address

USD Amount:   
(This amount should be the sum total of all Tradestone commercial invoices in this request.)

**\*\*Suppliers are highly recommended to verify all banking information with their banking institution to ensure accuracy and to reduce the chance of payment failures\*\***

Please mark with "X" as applicable below

	This is a first time request
	Banking information has changed - <b>see security requirements to the right for changes</b> ----->>>
	Banking information has NOT changed since last request

**Security Questions – Required for Updates**  
**Must provide at least 3 answers**

Supplier Number	
Last 4 digits of current bank account number	
Amount of last payment received from Urban Outfitters	
One of the last 5 purchase order numbers issued to your company	
One of the last 5 invoice numbers submitted to Urban Outfitters	

**Bank accounts will not be changed without the ability to verify the request**

**Supplier/Beneficiary Information**

Bank Name:   
(Bank where beneficiary or beneficiary bank holds an account)

Bank Address 1:

Bank Address 2:   
(Must include City, State or Country)

ABA Number (Domestic):

SWIFT/BIC code (International), 8-11 digits alphanumeric:

IBAN Number   
 OR

Bank Account Number   
For Australia banks a BSB# is also required

Beneficiary Bank Account Name   
(As it appears on your account, if not matching your account name your payment may be rejected by the bank)

Beneficiary Address 1

Beneficiary City, State, Country

Further Credit or Special Instructions   
( Please ensure that further credit instructions provided here are accurate)

**What should be included with this request?**

- Commercial Tradestone Invoice (Exactly as it appears in Tradestone)
- Shipping document (Example- Airway bill or Bill of Lading)

**\*\*Requests received incomplete will be delayed\*\***

**Inquiries or follow ups to this request should be submitted directly to Nigel Williams at Nheckstall@urbn.com**