2-Step Wire Transfers

1. Set vendor up according to standard instructions for foreign wire transfer vendors. Note that on the Bank Information tab there may be no IBAN as the first bank is probably in the US.
2. Accounts : These should be set up with Account name “2 step wire transfer.” If the vendor has no accounts, create one using “2 step wire transfer” in both the Account Name and Account number.
3. Make the following additions and changes to the **Bank Information tab**
   1. Tax id: 2 step
   2. Benefit: (address line 1) : second bank name, for example:

Benefit: Silkbank Ltd., Karachi, Pakistan

* 1. Add second bank information
     1. Address line 3: Account number
     2. Address line 4: Bank name [2 spaces] SWIFT code
     3. Address line 5: Benefit

