

Treasury
1851 N. Research Drive
Bowling Green, Ohio 43403
controller@bgsu.edu

International Wire Transfer Instructions

COMPLETING THE FORM

A fillable pdf form can be found on the Treasury Office's website: [Request-for-International-Wire-Transfer-form](#)

To route a wire transfer request through Adobe Sign the initiator needs to have a Sender account for Adobe Sign. If you do not already have this access it can be requested by submitting an [ITS ticket](#).

Note: Wire transfers will not be processed for amounts under \$100. There is a \$50 wire fee for each transaction.

Requester Information:

Department Name	Enter the name of department requesting the wire transfer
Requester Name	Enter the name of person requesting the wire transfer
Requester Email	Enter the email address of person requesting the wire transfer
Date	Enter the date the form is being completed
Requester Phone Number	Enter the phone number of person requesting the wire transfer
Withdrawal Date	Enter the date the funds should be transferred, or just ASAP

Wire Information:

☒ **International Wire – USD**

Click here when sending U.S. dollars

☐ **International Wire – Foreign Currency**

Click here when sending funds in a foreign currency
Enter the 3-letter currency code from the list below

AUD	Australian Dollar	GBP	British Pound	NOK	Norwegian Kroner
CAD	Canadian Dollar	HKD	Hong Kong Dollar	NZD	New Zealand Dollar
CHF	Swiss Franc	INR	Indian Rupee	SEK	Swedish Krona
DKK	Danish Krone	JPY	Japanese Yen	SGD	Singapore Dollar
EUR	Euro	MXN	Mexican Peso	ZAR	South African Rand

If you don't see the currency you need, please contact the Treasury Office.

Payee Information:

IBAN / Account #

International Bank Account Number used for identifying bank accounts across national borders, which are typically made up of 16-34 characters. Not all countries use the IBAN. Contact the Treasury Office if you have questions about the applicability of the IBAN for a specific transaction.

Name The person or entity being paid per the wire transfer. This name should exactly match the name on the bank account. Some foreign banks will reject wires that are sent with a name that doesn't match the name on the account.

Address Mailing address for person or party receiving payment

Bank Information:

SWIFT BIC	The unique identification code of a bank that is used when transferring money between banks, particularly for international wire transfers
Bank Name	The name of the financial institution where the wire will be sent
Address	Mailing address for bank where the wire will be sent

Banking details must be supported by an attachment included in the PDF

Caution: Incorrect information may delay the processing of a wire transfer.

Accounting Information:

- If the payment is being charged to a department, enter the fund, department, account number, program code (if applicable) and dollar amount of the wire
- If the payment is being charged to a project/grant, enter the project/grant number, account number and the dollar amount of the wire
- Include the estimated wire amount in USD for approval. <https://www.x-rates.com/calculator>

Wire Purpose/Special Instructions:

Enter a brief explanation of the purpose of the wire transfer. Attach all relevant documentation to support the request. Documentation examples include invoices, contracts, ICA, any documentation that you would normally include within Falcon's Purch or Chrome River. A wire request requires the same documentation.

Signature Authority:

All Request for International Wire Transfer forms must be signed by the following authorized personnel:

Requester	<u>Always</u> required.
Budget Administrator <u>or</u> P.I.	<u>Always</u> required. BA required if department funded, P.I. required if grant funded.
Grants Accounting	Required if grant funded.
Purchasing <u>and</u> AP	<u>Always</u> required. Kristina Rhine and Jay Buchanan to initial for <u>all</u> wires.
Senior Administrator	Required for payments over \$9,999, this would be a VP/Dean/Director level person
Provost	Haley Collingwood to initial for <u>all</u> Academic Affairs funded wires. Provost Signature Required for payments over \$4,999.
Controller	<u>Always</u> required.
Budget Office	<u>Always</u> required, Chasity McCartney initials
VPFA/President	Required for payments over \$99,999

SUBMITTING THE FORM

After filling out the pdf, the Request for International Wire Transfer form **should** be routed through Adobe Sign for signatures. Login to Adobe Sign: <https://esignadobe.bgsu.edu/>.

Navigate to the **Home** tab and click the **Request e-signatures** button.












In the **Recipients** section, choose **Complete in Order** and enter the email address(es) of the individuals who need to sign or initial the document.

1. Requestor (Signer) ***Required**
2. Budget Administrator or Grant PI (Signer) ***Required**
3. Grants Analyst, ***if applicable*** (Signer) – must use Grant Analyst's email
4. Purchasing (Kristina Rhine) - ***Required** (Approver)
5. Accounts Payable (Jay Buchanan) ***Required** (Approver)
6. Senior Administrator - ***if applicable*** (Signer)
7. Haley Collingwood – (Approver) ***Required if Academic Affairs budget**

8. Provost - *if applicable* (Signer)
9. Bob Swanson (Signer) ***Required**
10. Chasity McCartney (Approver) ***Required**
11. Casey Wyman- *if applicable* (Signer)

The **Show CC** link under the receipt list exposes a field where you can carbon copy (CC) any email address that you want to view the wire request without them having signing /approval authority.

For **ALL** wire transfers cc Rachel Abbey rabbey@bgsu.edu and Steve Macy msteve@bgsu.edu so that the form is delivered to the Treasury Office once complete.

 Signer ▾	requestor@bgsu.edu
 Signer ▾	budgetadmin_or_pi@bgsu.edu
 Signer ▾	grants_analyst_direct_email@bgsu.edu
 Approver ▾	krhine@bgsu.edu
 Approver ▾	jbuchan@bgsu.edu
 Signer ▾	senioradmin@bgsu.edu
 Approver ▾	haleyc@bgsu.edu
 Signer ▾	provost_direct_email@bgsu.edu
 Signer ▾	rswanso@bgsu.edu
 Approver ▾	cmccart@bgsu.edu
 Signer ▾	cwyman@bgsu.edu
CC These recipients will receive a copy of the completed agreement. <input type="text"/>	
Separate email addresses with a comma, semicolon or space	
<input type="text" value="rabbey@bgsu.edu"/> X	<input type="text" value="msteve@bgsu.edu"/> X

**REMEMBER**

Place e-signature or initials field on the appropriate signature line.

Assign the **Controller Office Notes** text box to Bob Swanson to allow for internal notes. Right-click in text box, select Change Recipients and then select name from dropdown.

This online Request for International Wire Transfer form supersedes any of the forms previously used. Any Request for International Wire Transfer from not properly completed with all required signatures, will be returned to the requester. After the wire transfer has been processed, an email will be sent to the requester.

Questions regarding these instructions should be directed to the Treasury Office:

Rachel Abbey 419-372-3909 rabbey@bgsu.edu

Steve Macy 419-372-9940 msteve@bgsu.edu