International Wire Transfer Instructions

COMPLETING THE FORM

A fillable pdf form can be found on the Treasury Office’s website:
https://www.bgsu.edu/finance-and-administration/business-operations/treasury-office.html

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

<table>
<thead>
<tr>
<th>Currency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Australian Dollar</td>
</tr>
<tr>
<td>CAD</td>
<td>Canadian Dollar</td>
</tr>
<tr>
<td>CHF</td>
<td>Swiss Franc</td>
</tr>
<tr>
<td>DKK</td>
<td>Danish Krone</td>
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<tr>
<td>EUR</td>
<td>Euro</td>
</tr>
<tr>
<td>GBP</td>
<td>British Pound</td>
</tr>
<tr>
<td>HKD</td>
<td>Hong Kong Dollar</td>
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<tr>
<td>INR</td>
<td>Indian Rupee</td>
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<tr>
<td>JPY</td>
<td>Japanese Yen</td>
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<tr>
<td>MXN</td>
<td>Mexican Peso</td>
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<tr>
<td>NOK</td>
<td>Norwegian Kroner</td>
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<tr>
<td>NZD</td>
<td>New Zealand Dollar</td>
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<tr>
<td>SEK</td>
<td>Swedish Krona</td>
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<tr>
<td>SGD</td>
<td>Singapore Dollar</td>
</tr>
<tr>
<td>ZAR</td>
<td>South African Rand</td>
</tr>
</tbody>
</table>

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

Payee Information:
- **IBAN**: 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 as a result of 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.

*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.

Wire Purpose/Special Instructions:

Enter a brief explanation of the purpose of the wire transfer. Attach all relevant documentation to support the request.

Signature Authority:

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

- **Requester**: Always required
- **Budget Administrator/P.I.**: BA required if department-funded, P.I. required if grant-funded
- **Grants Accounting**: Required if grant-funded
- **Senior Administrator**: Required for payments over $9,999, this would be a VP/Dean/Director level person
- **Provost**: Haley Collingwood to initial for all Academic Affairs funded wires. Provost Signature Required for payments over $5,000.
- **VPFA/President**: Always required [include a spot for Sharon’s initials]

**SUBMITTING THE FORM**

After filling out the pdf, the Request for International Wire Transfer form should be routed through Adobe Sign for signatures. You will need to add signature, name and date boxes for each of the signers. Also, be sure to include Heidi Popovitch and Jason Slough as cc recipients (see last page for an example) so that the form is delivered to the Treasury Office once complete.

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:

- **Heidi Popovitch**: 419-372-7494  heidip@bgsu.edu
- **Steve Macy**: 419-372-9940  mstev@bgsu.edu
Example of AdobeSign setup:

Get documents signed
Send an agreement to others for e-signing, approval, or other processing.

**Recipients**

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><a href="mailto:requestor@bgwu.edu">requestor@bgwu.edu</a></td>
<td>Email</td>
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<tr>
<td>2</td>
<td><a href="mailto:lsmith@bgwu.edu">lsmith@bgwu.edu</a></td>
<td>Email</td>
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<tr>
<td>3</td>
<td><a href="mailto:hallcy@bgwu.edu">hallcy@bgwu.edu</a></td>
<td>Email</td>
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<tr>
<td>4</td>
<td><a href="mailto:jwhitehead@bgwu.edu">jwhitehead@bgwu.edu</a></td>
<td>Email</td>
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<td><a href="mailto:sstoll@bgwu.edu">sstoll@bgwu.edu</a></td>
<td>Email</td>
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</table>

**CC**

- jsough@bgwu.edu
- heidip@bgwu.edu

**Message**

Request for International Wire Transfer
Please review and complete Request for International Wire Transfer.

**Files**

- Request for International Wire Transfer.pdf

**Options**

- Completion Deadline: 30 days
- Agrees to expire after this period
- Set Reminder

**Signatures**

- Requester Signature
- Full Name
- Requester Printed Name
- Requester Printed Name
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