

International Wire Form

(1) Amount of wire (foreign currency) _____ Amount of wire (USD) _____
(2) Type of currency _____

Vendor Information:

(3) SAP Vendor Number: _____
(4) Vendor Name: _____

Banking Information:

(5) Bank Name: _____
(6) Bank Address: _____
(7) City, Country: _____
(8) SWIFT Code: _____

Beneficiary Information:

(9) Beneficiary Name: _____
(10) Beneficiary Account #: _____

Instructions:

NKU is charged for wire transfers. A fee will post to your account as a wire transfer fee assessment. Please note, all fields above are required.

- (1) Indicate the amount of the wire requested. If the payment is in a foreign currency, please fill in the blank next to (Foreign). If the payment is in U.S. dollars, please fill in the blank next to (USD). Only fill in **ONE** of these blanks.
- (2) If the amount of the wire is submitted in a foreign currency, indicate the currency used.
- (3) A purchase requisition must be submitted, in addition to this form, to process a wire transfer. The original invoice and the original signed International Wire Form should be sent to Accounts Payable. The invoice must reference the SAP purchase requisition number.
- (4) Provide the vendor name.
- (5) Provide the name of the bank that will be receiving the wired funds on behalf of the beneficiary.
- (6) Provide the address of the bank that will be receiving the wired funds on behalf of the beneficiary.
- (7) Provide the city and country of the bank that will be receiving the wired funds on behalf of the beneficiary.
- (8) The SWIFT code provides identification of the beneficiary bank.
- (9) Provide the name of the beneficiary.
- (10) Specify the bank account of the beneficiary.

By signing below, I authorize the following:

- A wire fee will be assessed to my funds center for the processing of the wire transfer.
- Any fees in relation to the rejection/reprocessing of the wire transfer will be charged to my funds center.
- My funds center will be responsible for any losses incurred if the incorrect banking information is provided.

Department Head's signature

Date