Mandatory Wire Payment Instruction Authentication

New Vendor: Yes ☐ No ☐
If Yes, Wire Payment Instructions Verified by _____
In Person ☐ By Phone ☐

AND

Existing Vendor Requesting Wire Payment Instruction Change: Yes ☐ No ☐
If Yes, Wire Payment Instructions Verified by _____
In Person ☐ By Phone ☐

PR/NR/P.O #

Tax withheld % (for AP use only)

INSTRUCTIONS GUIDELINES

Harvard University
Foreign Currency Wire Authorization Form

Currency Name: _____ Foreign Currency Amount: _____

or

USD Amount to be converted to FX: _____

Beneficiary Bank Information

Bank Name: _____

Bank Address: _____

Swift Code/BIC Code: _____ Sort Code (6 digits) *(if applicable)* _____

Benefiary Account Name: _____
(Benefiary Account Name must match Vendor Name.)

Beneficiary Bank Account number or IBAN number: _____

Beneficiary Address: _____

Beneficiary Contact: _____

Payment Details: _____

Intermediary/Correspondent Bank(if applicable)

Bank Name: _____

Bank Address: _____

ABA#: _____ Bank Account #: _____

Reference: _____

Department Requestor and Approver

Name of Requestor: _____ Telephone #: _____ Date: _____

Email Notification: _____

Authorized Signature: _____ Date: _____

Office of Treasury Management Use Only

Initiated By: _____ Date: _____

Released By: _____ Date: _____

Reference#: _____ USD Equivalent: _____

Staple this form to the front of each invoice:

SEND TO:

CASH MANAGEMENT - OFFICE OF TREASURY MANAGEMENT
1033 Massachusetts Avenue, 2nd Floor, Tel. 617-496-3018

Print Form

LAST UPDATED 9/2018