

PR/NR #:

Harvard University - Western Union Cash Authorization Form

Currency Name:

Foreign Currency Amount:

See page 2 on how to calculate for currency fluctuation.

OR

USD Amount to be Converted to FX:

AND

Transaction fees are withheld at Western Union Agent Location.

Transaction Fee (USD):

Fees are based on invoice amount and type of currency issued at time of pick-up (local currency or USD). See

Transaction Fees for rates.

TOTAL INVOICE AMOUNT + TRANSACTION FEE

Cash Authorization Requirements (all must apply)

- Payment is to an individual who is not a U.S. Citizen or Permanent Resident, AND
- Payment is for work completed outside of the U.S. and funds are being sent outside of the U.S., AND
- Payment cannot be made by wire transfer or paper check (i.e., cash-based economy or vendor does not have a bank account), OR
- STOA payments may be paid via Cash Authorization in cases where it is unsafe to carry cash while traveling.

Describe business purpose:

Beneficiary Information (Vendor/Payee Information): Beneficiary Name, vendor, and payee are used interchangeably. When setting up an individual as a vendor, be sure the name listed below matches the government-issued photo ID (e.g., passport, identification card, etc.) the individual brings to Western Union. If the names do not match, Western Union will not release the funds.

Check if this is a Short-Term-Operating Advance (STOA).

Beneficiary Name:

Beneficiary Address:

Additional Requirements
or Payment Details:

Instructions

- The beneficiary's name must match the information shown on the government-issued photo ID. For example, if the passport includes their middle name, you must include the middle name in the beneficiary/vendor set-up.
- Cash Management OTM will send payment confirmation with required confirmation information to the email listed below.
- To collect payment, the beneficiary must select a participating Western Union Agent location and present the following:
 - Government-issued photo ID (the name on the ID must match) the beneficiary name;
 - The name of the sender is Harvard University;
 - The Money Transfer Control Number (MTCN);
 - The payment amount and country of origin (USA);
 - If included in the payment information, the beneficiary would need to know the following test question "what is your secret word" and answer to the test question. The Department Requestor will provide all information to the beneficiary.
- To select a participating Western Union agent location, go to <http://www.payment-solutions.com/agent.asp> or contact your local Western Union agent to confirm if they provide the "Quick Cash" service. If the payment is >\$2,000 or the local equivalent, the recipient should verify with the appropriate Western Union agent that they will have enough cash on hand.

Department Requestor and Approver: Both the requestor and approver must confirm that the beneficiary meets all criteria for a Western Union Cash Authorization.

Requestor Name:

Date:

Telephone:

Harvard Email for OTM to send notification for MTCN & Secret Word:

Approved by Signature:

Date:

Office of Treasury Management (OTM) Use Only

Initiated by:

Meets Requirements:

Date:

Released by:

Date:

Reference #

USD Equivalent:

Staple this form to the front of each invoice and send to
Cash Management – Office of Treasury Management (OTM)
1033 Massachusetts Avenue, 2nd Floor, tel. 617-496-3018

Western Union Cash Authorization Form Quick Cash Service - Instructions

- Complete and staple original Western Union Cash Authorization Form to front of invoice. Copies will not be accepted and signatures must be original or electronic. Typed signatures will be rejected.
- A requisition must be created and approved in HCOM before submitting the Western Union Cash Authorization Form.
- Expect 2-5 business days for processing upon receipt of completed documentation.
- Submit all paperwork to Cash Management, 1033 Massachusetts Ave., 2nd Floor.
- Contact the Cash Management Team at 617-496-3018 with questions.

Cash Authorization Requirements: Western Union Cash Authorization Forms may only be used in specific, limited circumstances. Confirm the payments meets the listed criteria and write-in a short-business description/purpose (e.g., Translator services in the Congo. No bank account).

Currency and Amount: See the [Cash Payout Pricing](#) (Transaction Fee Rates) and Country Services Listings for transaction fees and participating countries.

- Best practice is to have payment terms be in US Dollars (USD) and complete “Currency Name” and the “USD Amount to be converted to FX” sections.
- If the agreed-to amount was in a foreign currency, follow the below steps to calculate the amount to input into HCOM.

When paying in a foreign currency, to calculate the HCOM amount in USD, determine the exchange rate at www.oanda.com and add an additional 10% to get the HCOM request.

- The payment amount must include the Western Union transaction fee which is based on the invoice amount and currency type to be received by individual (i.e., transaction fees vary if the individual will be picking up the funds in the local currency or USD).
- The payment request must include two lines, one for the invoice amount and one for the transaction fee (use object code 8040).

Beneficiary Information: Vendor, Payee and Beneficiary are used interchangeably. When setting up a beneficiary/vendor in Oracle Vendor Set-Up, be sure the name listed in Oracle and on the Western Union Cash Authorization Form matches the government-issued photo ID (e.g., passport, identification card, etc.) the individual will bring with them to Western Union. If the names do not match, Western Union will not release the funds.

Additional Requirements or Payment Details: See [Country Service Listings](#) for participating countries and additional guidance. Additional text may also be included to help identify the payment to the beneficiary (e.g. invoice number, customer number, purpose of payment).

Department Requestor and Approver:

Requestor: individual preparing the payment request.

Email Notification: email of the Harvard employee who will send the beneficiary the required information to pick up the funds (including MTCN confirmation information and secret word if required).

Approved by: Signature of Tub Finance Office or designee authorized approver for exceptions.

Please have the wire form hand signed or electronically signed and dated by an authorized person who approved the requisition in HCOM. **Typed signatures will be rejected. This approval is only for the funds being transferred and not related to the approval done in HCOM for the requisition number**

See **Western Union Cash Authorization Process** for additional guidance.