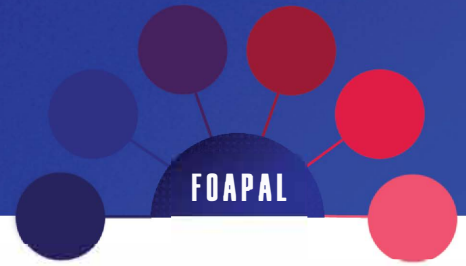


# International Wire Transfer



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

## USE

For requesting payment to a foreign individual or international organization/company.

## FOAPAL RELATED CHANGES

International Wire Transfer Functions	FOAPAL Change
1. Index code/Account	Input for FOAPAL strings

## INDEX CODE/ACCOUNT AND FORM STRUCTURE

The International Wire Transfer form has undergone substantial cosmetic changes coincident with the Chart of Accounts changes at UD. Figure 1 (below) shows the old form and its Index Code/Account input fields.

FOREIGN/INTERNATIONAL WIRE TRANSFER

UNIVERSITY OF DAYTON  
TO: TREASURER'S OFFICE  
DAYTON, OHIO 45469-1640

NAME OF VENDOR PAYABLE TO: \_\_\_\_\_ DELIVERY DATE: \_\_\_\_\_ RETURN FORM TO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ Please review the policies/requirements on the website. ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_ Must be received in Treasurer's Office, St. Mary's 301, (+1640) at least three (3) business days prior to payment date. +2 ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FEDERAL ID. NO./SOCIAL SECURITY NO.: \_\_\_\_\_ Effective 01/26/06, all Foreign/Int'l Wire Transfers must include the IBAN number. If you do not include this number, the payment will not be processed.

DELIVER TO: DEPT. \_\_\_\_\_ BLDG/ROOM NO. \_\_\_\_\_ ZIP+4 \_\_\_\_\_ DOCUMENTATION ATTACHMENT(S) \_\_\_\_\_  
TO: \_\_\_\_\_  FORM  LETTER  INVOICE  RECEIPT

ITEM	QUANTITY	DESCRIPTION OF ITEM IN ENGLISH / PURPOSE OF FOREIGN/INTERNATIONAL WIRE TRANSFER	PRICE	SUBTOTAL
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00

Name of Bank: \_\_\_\_\_  
Address of Bank: \_\_\_\_\_  
IBAN# (REQUIRED): \_\_\_\_\_  
Swift Code and/or Sort Code: \_\_\_\_\_  
Depositor Account Title: \_\_\_\_\_  
Depositor Account Number: \_\_\_\_\_

Reference: \_\_\_\_\_

NOTES: \_\_\_\_\_

SIGNATURE OF INITIATOR: \_\_\_\_\_ ZIP +4 \_\_\_\_\_ PHONE EXT. \_\_\_\_\_ DATE \_\_\_\_\_

CONCURRENCE(S): \_\_\_\_\_

SUPERVISOR(S): \_\_\_\_\_ DATE \_\_\_\_\_

DATE \_\_\_\_\_

TOTAL AMT \$0.00

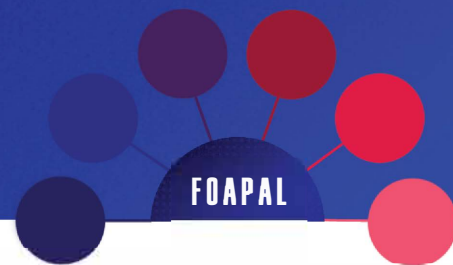
INDEX CODE/ACCT	AMOUNT
TOTAL AMT	\$0.00

FORWARD TWO COPIES TO TREASURER'S OFFICE, ST. MARY'S 301, (+1640). DEPARTMENT RETAINS ONE COPY.

ALL EURO PAYMENTS MUST INCLUDE 15.00 EURO BANKING FEE  
ALL GBP PAYMENTS MUST INCLUDE 6.00 GBP BANKING FEE  
ALL CHF (SWISS FRANCIS) PAYMENTS MUST INCLUDE 12.00 CHF BANKING FEE  
ALL AUD (AUSTRALIAN) PAYMENTS MUST INCLUDE 18.00 AUD BANKING FEE

Figure 1: Foreign/International Wire Transfer form (old)

# International Wire Transfer



## INDEX CODE/ACCOUNT AND FORM STRUCTURE (continued)

Figure 2 (below) shows the new International Wire Transfer request form and the new input fields for FOAPAL strings. Users have the ability to now enter two separate FOAPAL strings, as well.

**University of Dayton** Request for International Wire Transfer

Wire Request Type:  Foreign Currency  International USD Date Received: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department Contact: \_\_\_\_\_  
 Department Zip: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Payee (Beneficiary) Name & Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Swift Number: \_\_\_\_\_  
 Beneficiary Bank Account Name (must match Payee name above and tax form): \_\_\_\_\_ IBAN or Bank Account Number: \_\_\_\_\_

Payment Support including Purpose: (Attach original invoice, vendor's independent confirmation of bank account information, Form W-8BEN or W-8BEN-E)

Transfer Amount: \_\_\_\_\_ Currency: \_\_\_\_\_

**Department FOAPAL String:**

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT

Signature Approvals (Additional signatures required if payment is above signature thresholds)

Requestor Signature: \_\_\_\_\_ Print Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Department FOAPAL String:**

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT

Department Head: \_\_\_\_\_  
 Dean/Vice President: \_\_\_\_\_  
 VP/AS Signature: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_

Figure 2: Request for International Wire Transfer (new)

# International Wire Transfer

