Foreign Payment Wire Transfer Form Instructions

**BENEFICIARY BANK DETAILS:**
- **BANK NAME** – This should be the name of the bank to which the monies are being transferred.
- **BANK ADDRESS** – Address of the bank to which the monies are being transferred.
- **SWIFT CODE** – The SWIFT code is a combination of letters and numbers that identify the country, location, the branch or head office. We need the SWIFT Code to be able to wire funds to the bank. A bank’s SWIFT CODE (or BIC) is unique to the specific bank and standard across the SWIFT network.
  - **EXAMPLE:** Deutsche Bank is an international bank with its head office in Frankfurt, Germany.
  - The SWIFT code for its primary office is DEUTDEFF:
  - DEUT identifies Deutsche Bank
  - DE is the country code for Germany
  - FF is the code for Frankfurt
- **SORT CODE, BSB, TRANSIT (if applicable)** – Identifies both the bank and the branch where the account is held.
- **Bank Account Number (IBAN if applicable)** – Please use the beneficiary’s account number in this field OR the IBAN which is the International Bank Account Number. This is an internationally agreed means of identifying bank accounts across international borders. The IBAN is used by European banks as well as some Caribbean and the Middle East institutions.
- **Currency of Bank Account** – This is VERY IMPORTANT – The beneficiary must note on this line in which currency the bank account is held. For example, is it US Dollars or EUROS.
- **CORRESPONDENT BANK (NAME, ADDRESS, SWIFT/ABA)** – A third-party bank used by the beneficiary bank to facilitate international transfer and settlement of funds.
- **Name on Bank Account** – Please list the EXACT name on the account.

**Beneficiary Contact Information**
- **Beneficiary Name** – this is the name of the beneficiary, who is getting the monies that are being wired. This name SHOULD be the SAME NAME which is on the bank account.
- **Beneficiary Address** – Please provide the address of the beneficiary
- **Telephone** – Please provide the telephone number of the beneficiary
- **E-mail Address** – Please provide e-mail address of beneficiary
- **Beneficiary Signature** – This form MUST be signed by the owner of the account and/or an authorized signer on the account.

Questions: Contact Office of the Treasurer at 513-556-4510