Wire Transfer Authorization Form (US & FX Currency) - Instructions

- Original Wire Transfer Authorization Form with original signature is required. NO COPIES WILL BE ACCEPTED.

- Wire Payment Instructions VIA EMAIL FOR NEW VENDOR AND EXISTING VENDOR REQUESTING WIRE PAYMENT INSTRUCTION CHANGE MUST BE VERIFIED, EVEN IF IT COMES FROM SOMEONE YOU KNOW AND/OR A COLLEAGUE AT HARVARD, BY EITHER PHONE TO A PREVIOUSLY-KNOWN-LEGALIMATE PHONE NUMBER OR IN PERSON

Please complete both the New Vendor and Existing Vendor Section. If “no” is checked in both boxes, then no extra checks are needed. If “yes” is checked in either box, you need to attest by checking either the “in Person” or “By Phone” box

- Value Date: The date you would like the beneficiary to receive the wire.

- Amount: Please specify the amount and what currency if not USD is being wired.

**Beneficiary Bank Information:**

- Bank Name: Please list the financial institution the wire is being sent to.

- Bank Address: Optional.

- ABA#: Please list the 9 digit number for the financial institution listed under Bank Name (domestic transfers only). Reminder: Domestic wires are prohibited and will be returned back unless pre-approved by Cash Management is given.

- Swift/BIC Code: BIC, SWIFT Code, SWIFT BIC & SWIFT ID all mean the same. A Swift/BIC Code which can be either 8 or 11 characters long is needed for international wires. It is the bank/branch identifiers that is unique and standard across the SWIFT network.

  Other terms used by banks:
  CHIPS (Clearing House Inter-Bank Payment System) – US and Canada only.
  NCC (National Clearing Code)
  BSC (Bank Sort Code)
  IFSC (Indian Financial System Code)

- Sort Code: It is a 6 digit number that is used in the United Kingdom and Ireland to identify the specific bank and branch where an account is held.

- Beneficiary Account Name: The exact name on the bank account at the beneficiary’s financial institution. It must be the same vendor as created in HCOM – NO EXCEPTIONS.

- Beneficiary Bank Account Number or IBAN number: Domestic wires require a bank account number. For international wires, please get the IBAN number from the beneficiary if available. IBAN is a series of alphanumeric characters (up to 34, dependent on country) that uniquely identifies an account held at bank and is used primarily by European Banks, and surrounding regions.

- Payment Details: This is where you would include text in the wire (e.g. invoice number, customer number, purpose of payment).
**Intermediary/Correspondent Bank Information (for International Wires):**

- **Intermediary/Correspondent Bank information:** The Intermediary and Correspondent banks are located in the United States. If the beneficiary bank does not have an international department of its own, it uses an intermediary or correspondent bank to complete the international wire transfer. Intermediary and correspondent banks have an agreement with the originating bank or the beneficiary bank to facilitate international fund transfers and transaction settlements.

- **Bank Name:** Please list the name of the intermediary financial institution.

- **Bank Address:** Optional.

- **ABA#:** Please list the 9 digit number for the intermediary financial institution listed under Bank Name.

- **Bank Account Number**

- **Requestor information:** Please list your name and telephone number on the wire form.

- **Email Notification:** Please list the email address to receive the wire confirmation (for Foreign Currency Payment only)

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

**Necessary Documentation**

1. Completed Wire Transfer Authorization Form

2. Invoice, copy is acceptable if needed

3. Complete Bank Information: Please attach any documentation that states a payee’s complete bank information (bank name, ABA/SWIFT, beneficiary account name, beneficiary account #/IBAN#). An invoice will usually contain this information. If not, please attach any documentation you received from the payee (i.e. emails) that states their complete bank information.

**IMPORTANT**

A requisition must be created and approved for the vendor before submitting the wire transfer authorization form.

Please expect 2 - 3 business days wire process time once all wires informations required are confirmed correct.

To calculate the HCOM USD for a specific amount of Foreign Currency, please go to www.oanda.com and add additional 10% to get the final total to create the requisition in HCOM.

If any wire information is missing or incomplete, the payment will be held until all wiring information has been provided. Any wire fees incurred due to incomplete or incorrect bank information, will be charged to the department requesting the wire transfer.

Please contact Cash Management Team at 617-496-3018 if you have any questions.