



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

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) _____

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

Beneficiary Bank Account number or IBAN number: _____

Beneficiary Address: _____

Beneficiary Contact: _____

Payment Details: _____

**Do not use this form if the beneficiary's bank account does not accept the indicated foreign currency.*

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: _____