

FOREIGN/INTERNATIONAL WIRE TRANSFER

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. Must be received in Treasurer's Office, St. Mary's 301,(+1640) at least three (3) business days prior to payment date. 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.			ADDRESS:					
CITY, STATE, ZIP CODE						+4 Zip:					
TELEPHONE		FEDERAL I.D. NO./SOCIAL SECURITY NO.		DOCUMENTATION ATTACHMENT(S) FORM LETTER INVOICE RECEIPT							
DELIVER TO:	DEPT.	BLDG/ROOM NO.	ZIP+4								
ITEM	QUANTITY	DESCRIPTION OF ITEM IN ENGLISH / PURPOSE OF FOREIGN/INTERNATIONAL WIRE TRANSFER				PRICE	SUBTOTAL				
1											
2											
3											
4											
Name of Bank:											
Address of Bank:											
IBAN# (REQUIRED):											
Swift Code and/or Sort Code:											
Depositor Account Title:											
Depositor Account Number:											
Reference:						TOTAL					
NOTES:			SIGNATURE OF INITIATOR		ZIP +4	PHONE EXT.	DATE	INDEX CODE/ACCT	AMOUNT		
			CONCURRENCE(S)								
			A P P R O V A L SUPERVISOR(S) _____						DATE		
									DATE		
									TOTAL AMT		

FORWARD TWO COPIES TO TREASURER'S OFFICE, ST. MARYS 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 FRANCS) PAYMENTS MUST INCLUDE 12.00 CHF BANKING FEE

ALL AUD (AUSTRALIAN) PAYMENTS MUST INCLUDE 18.00 AUD BANKING FEE