



Treasury Operations University of Cincinnati

INSTRUCTIONS ON HOW TO COMPLETE

The Foreign Payment Wire Transfer Requirements

1. **BANK NAME** – This should be the name of the bank to which the monies are being transferred.
2. **BANK ADDRESS** – Address of the bank to which the monies are being transferred.
3. **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

4. **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.
5. **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.
6. **Name on Bank Account** – Please list the EXACT name on the account.
7. **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.**
8. **Beneficiary Address** – Please provide the address of the beneficiary
9. **Telephone** – Please provide the telephone number of the beneficiary
10. **E-mail Address** – Please provide e-mail address of beneficiary
11. **Beneficiary Signature** – This form MUST be signed by the owner of the account and/or an authorized signer on the account.

Important Information

- A. The Beneficiary, the Name on the bank account, and the Payee Name on the wire transfer/payment request should be the same name.
- B. Several institutions may be involved in the transfer of foreign currency wire transfers. These institutions outside the United States (NOT our bank institution) often assess fees. We do not have any control or recourse for these actions and fee charges. Our bank does not deduct fees from our wire transfer amounts.
- C. A wire transfer executed to a United States bank account is a same day transaction. However, for wire transfers sent overseas, please allow two days or longer for the wire transfer to post to the beneficiary's account.

Questions: Contact Kristie Goodman Kristie.goodman@uc.edu 513 556 5066 or Susan Albonetti susan.albonetti@uc.edu 513 556 4793