



Mandatory Wire Payment Instruction Authentication

New Vendor: _____ AND Existing Vendor Requesting Wire
Yes No Payment Instruction Change:
If Yes, Wire Payment Instructions Yes No
Verified by _____ If Yes, Wire Payment Instructions Verified by _____
In Person By Phone 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: _____