

**Treasury**

1851 N. Research Drive  
Bowling Green, Ohio 43403  
controller@bgsu.edu

**International Wire Transfer Instructions****COMPLETING THE FORM**

A fillable pdf form can be found on the Treasury Office's website: [Request-for-International-Wire-Transfer-form](#)

To route a wire transfer request through Adobe Sign the initiator needs to have a Sender account for Adobe Sign. If you do not already have this access it can be requested by submitting an [ITS ticket](#).

*Note: Wire transfers will not be processed for amounts under \$100. There is a \$50 wire fee for each transaction.*

**Requester Information:**

<b>Department Name</b>	Enter the name of department requesting the wire transfer
<b>Requester Name</b>	Enter the name of person requesting the wire transfer
<b>Requester Email</b>	Enter the email address of person requesting the wire transfer
<b>Date</b>	Enter the date the form is being completed
<b>Requester Phone Number</b>	Enter the phone number of person requesting the wire transfer
<b>Withdrawal Date</b>	Enter the date the funds should be transferred, or just ASAP

**Wire Information:**
 **International Wire – USD**

Click here when sending U.S. dollars

 **International Wire – Foreign Currency**

Click here when sending funds in a foreign currency  
Enter the 3-letter currency code from the list below

AUD	Australian Dollar	GBP	British Pound	NOK	Norwegian Kroner
CAD	Canadian Dollar	HKD	Hong Kong Dollar	NZD	New Zealand Dollar
CHF	Swiss Franc	INR	Indian Rupee	SEK	Swedish Krona
DKK	Danish Krone	JPY	Japanese Yen	SGD	Singapore Dollar
EUR	Euro	MXN	Mexican Peso	ZAR	South African Rand

*If you don't see the currency you need, please contact the Treasury Office.*

**Payee Information:**

<b>IBAN</b>	International Bank Account Number used for identifying bank accounts across national borders, which are typically made up of 16-34 characters. Not all countries use the IBAN. Contact the Treasury Office if you have questions about the applicability of the IBAN for a specific transaction.
<b>Name</b>	The person or entity being paid per the wire transfer. This name should exactly match the name on the bank account. Some foreign banks will reject wires that are sent with a name that doesn't match the name on the account.
<b>Address</b>	Mailing address for person or party receiving payment

**Bank Information:**

- SWIFT BIC** The unique identification code of a bank that is used when transferring money between banks, particularly for international wire transfers
- Bank Name** The name of the financial institution where the wire will be sent
- Address** Mailing address for bank where the wire will be sent

**Banking details must be supported by an attachment included in the PDF**

*Caution: Incorrect information may delay the processing of a wire transfer.*

**Accounting Information:**

- If the payment is being charged to a department, enter the fund, department, account number, program code (if applicable) and dollar amount of the wire
- If the payment is being charged to a project/grant, enter the project/grant number, account number and the dollar amount of the wire

**Wire Purpose/Special Instructions:**

Enter a brief explanation of the purpose of the wire transfer. Attach all relevant documentation to support the request. Documentation examples include invoices, contracts, ICA, any documentation that you would normally include within Falcon’s Purch or Chrome River. A wire request requires the same documentation.

**Signature Authority:**

All Request for International Wire Transfer forms must be signed by the following authorized personnel:

- Requester** ***Always*** required.
- Budget Administrator *or* P.I.** ***Always*** required. BA required if department funded, P.I. required if grant funded.
- Grants Accounting** Required if grant funded.
- Purchasing *and* AP** ***Always*** required. Kristina Rhine **and** Tiffany Bachman to initial for **all** wires.
- Senior Administrator** Required for payments over \$9,999, this would be a VP/Dean/Director level person
- Provost** Haley Collingwood to initial for **all** Academic Affairs funded wires. Provost Signature Required for payments over \$4,999.
- Controller** ***Always*** required.
- VPFA/President** ***Always*** required; Sharon Swartz initials and Sheri Stoll’s signature required.

**SUBMITTING THE FORM**

After filling out the pdf, the Request for International Wire Transfer form *should* be routed through Adobe Sign for signatures. Login to Adobe Sign: <https://esignadobe.bgsu.edu/>. **If Adobe Sign is not used the signature, printed name, and date must be included on the wire transfer request form.**

Navigate to the **Home** tab and click the **Request e-signatures** button.

In the **Recipients** section, choose **Complete in Order** and enter the email address(es) of the individuals who need to sign or initial the document.

1. Requestor (Signer) **\*Required**
2. Budget Administrator or Grant PI (Signer) **\*Required**
3. Grants Analyst, **if applicable** (Signer) – must use Grant Analyst’s email
4. Purchasing (Kristina Rhine) - **\*Required** (Approver)
5. Accounts Payable (Tiffany Bachman) **\*Required** (Approver)
6. Senior Administrator - **if applicable** (Signer)
7. Haley Collingwood – (Approver) **\*Required if Academic Affairs budget**

- 8. Joe Whitehead - *if applicable* (Signer)
- 9. Bob Swanson (Signer) *\*Required*
- 10. Sharon Swartz (Approver) *\*Required*
- 11. Sheri Stoll (Signer) *\*Required*

The **Show CC** link under the receipt list exposes a field where you can carbon copy (CC) any email address that you want to view the wire request without them having signing /approval authority.

For **ALL** wire transfers cc Rachel Abbey [rabbey@bgsu.edu](mailto:rabbey@bgsu.edu) and Steve Macy [msteve@bgsu.edu](mailto:msteve@bgsu.edu) so that the form is delivered to the Treasury Office once complete.

Recipients\*

Complete in Order  Complete in Any Order  [Add Me](#) | [Add Recipient Group](#) | [?](#)

1	requestor@bgsu.edu	Email	
2	budgetadmin_or_pi@bgsu.edu	Email	
3	grants_analyst_direct_email@bgsu.edu	Email	
4	krhine@bgsu.edu	Email	
5	tbachma@bgsu.edu	Email	
6	senioradmin@bgsu.edu	Email	
7	haleyc@bgsu.edu	Email	
8	jwhitehead@bgsu.edu	Email	
9	rswanso@bgsu.edu	Email	
10	sswartz@bgsu.edu	Email	
11	sstoll@bgsu.edu	Email	
12	Enter recipient email		

CC | [Hide](#)

rabbey@bgsu.edu × msteve@bgsu.edu ×



Assign the **Controller Office Notes** text box to Bob Swanson to allow for internal notes. Right-click in text box, select edit and then select name from **Assigned To** dropdown.

This online Request for International Wire Transfer form supersedes any of the forms previously used. Any Request for International Wire Transfer from not properly completed with all required signatures, will be returned to the requester. After the wire transfer has been processed, an email will be sent to the requester.

Questions regarding these instructions should be directed to the Treasury Office:

**Rachel Abbey**      419-372-3909      [rabbey@bgsu.edu](mailto:rabbey@bgsu.edu)  
**Steve Macy**      419-372-9940      [msteve@bgsu.edu](mailto:msteve@bgsu.edu)