

**INTERNATIONAL WIRE TRANSFERS/PAYMENTS**

**To request a payment via wire transfer to a study away provider/payee, please submit the following:**

1. **ALL of the required information in order for the wire transfer to be processed (see below).**

(If the invoice includes all of the information listed below, it is not necessary to fill out this form.)

1. **An invoice or itemized bill from the provider, to include the amount, currency, and due date**
2. **Written approval from the program director that the invoice is accurate and should be paid**

(your approval may be indicated in an email or by initialing and dating the invoice)

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| **INFORMATION NEEDED FOR INTERNATIONAL WIRES** | |
| **Beneficiary (Payee) Name:** |  |
| **Beneficiary Address:** |  |
| **Beneficiary City:** |  |
| **Beneficiary Postal Code:** |  |
| **Beneficiary Country:** |  |
| **Beneficiary Phone Number:** |  |
|  |  |
| **Bank Name:** |  |
| **Bank Address:** |  |
| **Bank City:** |  |
| **Bank Postal Code:** |  |
| **Bank Country:** |  |
|  |  |
| **Bank Id (SWIFT):** |  |
| **Beneficiary Bank Account # (IBAN):** |  |
| **Name on the Bank Account:** |  |

**Payment may be sent in U.S. dollars or in any foreign currency. Please allow 1 week for processing.**

You will receive an email when the transaction has been sent with the total U.S. dollar amount.

**Submit your request to:**

By mail: Cassie Klatka, Administrative Coordinator, Study Away & International Education, Trone Center, 209

By email: To cassie.klatka@furman.edu