

## **RF Authorization of Payment and Request for Domestic/International Wires**

In order to pay an invoice or payment request via International/Domestic Wire Transfer, the Accounts Payable Office at the Research Foundation must obtain the necessary information and authorization to comply with University policy and procedures. The payee must provide all information necessary for completing the wire transfer. For explanation of common banking terms used, please read the following description. Bank routing numbers may vary according to the banking procedures of the country to which the payment is sent. Those items showing an \* are required by the transmitting bank (Bank One) in order to complete all transfers.

**\*Beneficiary or Account Name** - This is the account name to which the payment is being made. It must be the same name as referenced on the Purchase Order. If the payment is to an individual, the payee will be the same name as the Account Holder.

**Correspondent Bank:** This US bank is specified if the country to which the payment is going has no direct relationship with the USA allowing direct payment to the foreign bank. The payee must provide a Correspondent Bank if necessary, with name and complete address: street, city, state and ABA number.

**\*Beneficiary Bank:** This is the bank that will receive the payment. The Research Foundation needs the bank name, street address, city and country where the bank is located. In addition, one of the following is provided if relevant to the bank procedures of the country.

**ABA number** – This is the American Banking Association routing number for domestic banks.

**Swift Code** - This is an international code specific to the bank where the payment will be made.

**\*Account Number** - This is the number of the bank account to which the payment will be made. It must be the account of the Payee.

**\*Amount of the Payment and the Currency type.** This is the amount of the payment, expressed in the desired currency denomination of the payment. The U.S. Dollar equivalent and Value rate of the payment will be shown for the day of the transfer on the payment record at Research Foundation as well. The payment will be posted to the project by the AP office in US Dollars. (Research Foundation Purchase Orders are set up in US Dollars.)

### **To arrange the wire transfer:**

1. Please complete the banking and payment information on Page 2.
2. Provide a signature from an authorized signer on the applicable Research Foundation project.
3. Fax (292-7505) or mail completed forms to the attention of Kathie Cooper or Michael Case at the Research Foundation, Accounts Payable Office, 1960 Kenny Rd., Columbus, OH 43210.

If you have any questions about completing the wire transfer form, please contact:

Michael Case, Manager Accounts Payable, 688-5385, [case.41@osu.edu](mailto:case.41@osu.edu)

Kathie Cooper, Sr. Accountant, Accounts Payable, 292-0143, [cooper.233@osu.edu](mailto:cooper.233@osu.edu)

## Research Foundation Wire Transfer Form

### To be completed by department

PO Number: \_\_\_\_\_ Project: \_\_\_\_\_

Project PI or Delegated Signer: (Name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of wire transfer:

\_\_\_\_\_

\_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

Correspondent Bank (if required, see instructions):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Bank or Swift Code: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Beneficiary Bank (Customer's Bank):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Country: \_\_\_\_\_  
Bank or Swift Code: \_\_\_\_\_

Beneficiary (Customer's) Account Number: \_\_\_\_\_

Amount of wire (Currency & Amount): \_\_\_\_\_

### To be completed by Research Foundation

Originator Message: \_\_\_\_\_

U. S. Dollar Equivalent: \_\_\_\_\_ Value Rate: \_\_\_\_\_ Budget Check (initials): \_\_\_\_\_

Debit: Bank One, Account: \_\_\_\_\_ Voucher/JE # \_\_\_\_\_

OSURF Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Seq. #: \_\_\_\_\_

Confirming Signature: \_\_\_\_\_ Date: \_\_\_\_\_