



730.1.1f - Outgoing Foreign Wire Transfer in Foreign Currency Form

Note: Instructions for this form begin on page 3. Please use a new, typed form for each transaction as bank information changes often. Pre-audit approval is required for all wire transfers. Please send this form to the appropriate office for approval: OSR, Payroll Services, or Disbursement Services. Vendors must be established in the ConnectCarolina system.

Reference 1

Reference 2

Settlement Date:

A. UNC Departmental Information

Department Name	Department Contact Email Address
Campus Box Number	Departmental Reference Number
Phone Number	Purchase Order Number
Preparer	Date Prepared

Authorization Signature _____ Authorization Date _____

B. Transaction Information

Vendor Number	Invoice Number
Transaction Currency	Payment Description <i>(attach additional spreadsheet if more than 2 items)</i>
Transaction Amount	

Send Foreign Currency at Fixed USD Amount? YES NO

C. Accounting Information

1. Business Unit:	Fund:	Source:	Account:	Dept. ID:
Project ID:	USD Estimate %	Pre-Audit Approval: <i>(Central Office Use)</i>	USD Actual: <i>(Accounting Services Use)</i>	
2. Business Unit:	Fund:	Source:	Account:	Dept. ID:
Project ID:	USD Estimate %	Pre-Audit Approval: <i>(Central Office Use)</i>	USD Actual: <i>(Accounting Services Use)</i>	

D. Beneficiary Information

Beneficiary Account Name	Beneficiary National ID#
Beneficiary Street Address	Beneficiary Telephone
Beneficiary City, State	Beneficiary Country
Beneficiary Postal Code	

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E. Banking Information

Name of Account Holder	Destination Bank Name
Beneficiary Account Number	Branch ID Number
Destination Bank Country	IBAN
Bank Telephone Number	SWIFT/BIC Code (International)
Agency Code	Intermediary Bank Name
Corporate ID Number	Intermediary Bank ABA/Swift

F. Central Office Information

PO Authorization to Liquidate	Date
Date Initiated By	Date
Approved By	Date
Booked By	Date

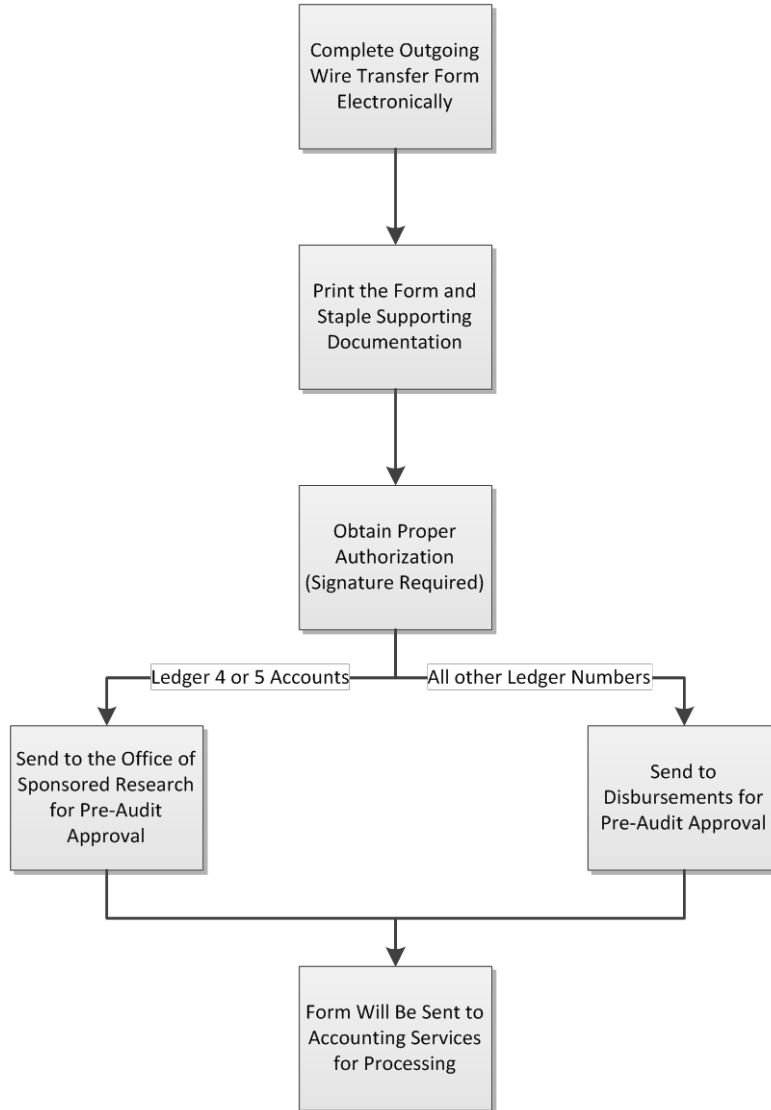
If you have questions regarding this form, contact Brett Kenny at bwkenney@email.unc.edu or Tammy Jorgenson at jorgenso@email.unc.edu.

Additional Notes:

Wire Transfer Form Instructions

Procedures

Wire transfers are created at the Departmental level. The general process for processing a wire is as follows:



Wire Transfer Form Instructions

Completing the Form

This section provides information useful in completing the Outgoing Wire Transfer Form. New banking regulations require additional information before Accounting Services can send any foreign wire. Please type in a new fillable form for every transaction to ensure accuracy and minimize returned wires and administrative fees charged to your department.

Asterisks (*) indicate that the field is required. If required fields are left blank, delays can occur until the necessary information is obtained.

UNC Departmental Information

Department Name*: The name of the department sending the Form.

Campus Box Number*: The four-digit campus box number of the department sending the Form.

Phone Number*: The phone number of the departmental contact responsible for the transaction in the event additional information is needed.

Department Contact Email Address*: Email address which will receive transaction confirmation from Bank of America CashPro after transaction is executed by Accounting Services. This email address is also used to contact the department in the event information is needed.

Purchase Order Number*: Required only if the request pertains to a purchase order. Purchase order numbers in ConnectCarolina begin with a "2"

Departmental Reference Number*: Internal (UNC) departmental reference number used for tracking purposes.

Preparer and Prepare Date*: Name of the individual that prepared the wire, and preparation date.

Authorization Signature and Date*: Name of the individual authorizing the wire, and authorization date.

Transaction Information

Vendor Number*: The vendor number from the ConnectCarolina vendor system.

Transaction Currency*: Three-digit code indicating the currency that will be used in the transaction.

Transaction Amount*: Amount of the designated currency which will be sent out to the beneficiary.

Send Foreign Currency at Fixed USD Amount?*:

If a department needs to send an exact US Dollar amount to be converted to another currency at settlement, check "Yes"

If a department needs to send an exact foreign currency amount which will later be converted to US Dollars, select "No"

Invoice Number*: The invoice number (if any) that a vendor provides to the department.

Payment Description*: A brief description of the purpose of payment and any other important information.

Wire Transfer Form Instructions

Accounting Information

Chartfield String (Business Unit, etc.): Information for Accounts that will be debited as a result of the wire transfer

USD Estimate or %*: The amounts which will hit the accounts corresponding to the chartfield strings provided in the leftmost column of the Form. If the transaction is in US Dollars, simply enter the exact dollar amounts in this section. If the transaction is in a foreign currency, there are two options:

1. Provide an estimated US dollar amount: Convert the foreign currency amounts to USD. The currency converter at <http://www.oanda.com/currency/converter/> can be used to convert from the foreign currency to the US Dollar estimate. Please note that these are only estimates, as foreign exchange rates will fluctuate before the transaction will settle. For example:

A preparer wishes to execute a transaction for 100 British Pounds, and she indicates that two chartfield strings are to be used. She estimates that the transaction is approximately \$155 using an online currency converter:

<u>Chartfield String</u>	<u>USD Estimate</u>
A	\$100
B	\$55

When the transaction settles, \$160 rather than \$155 was paid. Therefore, Accounting Services will distribute the additional \$5 on a pro-rata basis:

<u>Chartfield String</u>	<u>USD Estimate</u>	<u>Actual Amount Booked</u>
A	\$100	\$103.23 (rounded) = $(100/155)*160$
B	\$55	\$56.77 (rounded) = $(55/155)*160$

Alternatively, if she wishes to place any excess amounts in a specific accounts, the following can be written:

<u>Chartfield String</u>	<u>USD Estimate</u>
A	\$100
B	Remaining Balance

When the transaction settles, \$160 was paid in total. Therefore, Accounting Services will distribute the additional \$60 to Chartfield String B.

2. Provide percentages: instead of estimating a dollar amount, you may simply provide percentages which add to 100% in total. For example:

A preparer wishes to execute a transaction for 100 British Pounds, and he indicates that two chartfield strings are to be used:

<u>Chartfield String</u>	<u>Percentage</u>
A	75%
B	25%

When the transaction settles, \$160 was debited from UNC's bank account. Therefore, chartfield string A will be debited \$120 (75%), and chartfield string B will be debited \$40 (25%).

USD Actual: Do not complete this field. Accounting Services use only.

Pre-Audit Approval: Do not complete this field. Central Office use only.

Wire Transfer Form Instructions

Beneficiary Information

Beneficiary Account Name: The name of the individual or institution receiving the funding. This is not the name of the beneficiary's bank.

Beneficiary Street Address: Beneficiary's street address (or PO Box if no street address is available). This is not the address of the beneficiary's bank.

Beneficiary City: City of Beneficiary's establishment. This is not necessarily the city of the beneficiary's bank.

Beneficiary Postal Code: The beneficiary's postal code. This is not necessarily the postal code of the beneficiary's bank.

Beneficiary National Identification Number*: The National Identification Number, Citizenship Number or other governmental issued number for the beneficiary.

Beneficiary Telephone Number: The telephone number of the beneficiary. This is not the phone number of the beneficiary's bank.

Beneficiary Country: The beneficiary's country. This is not necessarily the country of the beneficiary's bank.

Banking Information

Name of Account Holder: The name of the bank account holder on record. This may not be the same as the beneficiary. It could be a person, business or other legal entity.

Beneficiary Account Number*: The full bank account number of the beneficiary. This field is required unless an IBAN is provided.

Destination Bank Country*: The country of the beneficiary's (specific) bank. This is not necessarily the country of the beneficiary.

Destination Bank Telephone Number*: The phone number of the bank where the funds will be deposited.

Agency Code: If no IBAN or SWIFT Code is provided (used in Brazil occasionally).

Corporate Identification Number*: The beneficiaries' foreign corporation or business identification number issued by that country.

Destination Bank Name: The name of the bank where funds will be ultimately deposited.

Branch Identification Number: The branch number of the destination bank.

IBAN (International): An alphanumeric identifier used in international transactions which is at a maximum 34 characters in length. The IBAN provides both the beneficiary's bank account number and SWIFT/BIC Code.

SWIFT/BIC Code (International)*: Required for all international transactions unless an IBAN is provided. Please note that these codes must be 11 digits long. If a UNC department provides an 8-digit code, it will indicate that a bank's primary branch code, XXX, is to be used as the last 3 digits. For more information on SWIFT/BIC code structuring, please see here: http://www.swift.com/products/bic_registration/bic_details

Intermediary Bank Name: The name of the intermediary bank of the beneficiary's bank.

Intermediary Bank ABA/SWIFT: The ABA Number or SWIFT/BIC Code of the intermediary bank of the beneficiary's bank.