**LEHIGH UNIVERSITY FINANCE AND ADMINISTRATION**

**FOREIGN WIRE TRANSFER INSTRUCTIONS**

The following bank information and beneficiary information must be filled out **COMPLETELY** in order to process foreign wires.

**I CONFIRM THAT THE BANKING INFORMATION HAS BEEN VERIFIED \*\*\*BY TELEPHONE\*\*\*WITH THE VENDOR.**

**LEHIGH STAFF INITIATING WIRE TRANSFER:**

**Name** (printed): ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E**xt.**\_\_\_\_\_\_\_

**BANK INFORMATION**

**BANK NAME:**

**BANK ADDRESS:**

**CITY:** **COUNTRY:**

**SWIFT CODE:**

The SWIFT code is an 8 or 11 alphanumeric characters long, international standard uniquely identifying the financial institution. The SWIFT address is also known as BIC (Bank Identifier Code).

**CURRENCY: USD: FOREIGN:**

**BENEFICIARY INFORMATION**:

**NAME:**

**ADDRESS:**

**CITY: STATE ZIP CODE:**

**IBAN NUMBER or**

**BENEFICIARY ACCOUNT NO.**

**BANNER INDEX # BANNER ACCT #**

Please attach any other information that would be beneficial to the wire process.