

**CONVERA - Data Collection form to process foreign wires**

**Used for all foreign countries, except Canadian vendors paid directly from Colleague**

**If paying Panama, please verify that their bank can accept a wire from CONVERA**

**PLEASE TYPE IN ALL BOXES TO COMPLETE THIS FORM AND SEND VIA DROPBOX LINK AT BOTTOM OF FORM.**

**Who are we paying? Name MUST match name on account receiving the wire**

Individual's Name: \_\_\_\_\_

**or**

Company Name: \_\_\_\_\_

**Required - Complete address:**

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Province or State: \_\_\_\_\_

Country: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: (        ) \_\_\_\_\_

Email for notification of payment: \_\_\_\_\_

**How are we paying this person or company? US dollars or home currency?**

Note Payments in US dollars incur a \$10 fee to Convera

Payment Currency: \_\_\_\_\_

If paid in US dollars, who is paying \$10 fee?    Grant, Department or Vendor?

If grant or department, voucher to Convera will be increased by \$10. If  
vendor, then payment they receive will be reduced by \$10 to cover the fee.

**Required - Vendor's bank information:**

Bank Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Province or State: \_\_\_\_\_

Country: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Bank IBAN # (preferred) or account # \_\_\_\_\_

(up to 34 alphanumeric characters)

Bank SWIFT # \_\_\_\_\_

(8-11 alphanumeric characters)

CLABE # (Banks in Mexico) \_\_\_\_\_

(18 digits)

**Is there a deadline for this wire to be paid?    YES / NO, if Yes, DUE DATE \_\_\_\_\_**

**Enter Colleague voucher to Convera vendor #70925**

**Comptroller's Office will enter Convera's OTR# as the voucher number**

**Comptroller's Office will adjust payment amount due to any conversions needed as of the payment date**

**NOTE: Allow at least 2 weeks for completion of wire processing. All procurement requirements must be met prior to this timeline.**

Email Questions: [comptroller@ilstu.edu](mailto:comptroller@ilstu.edu) or Lisa Haas ([lahaas2@ilstu.edu](mailto:lahaas2@ilstu.edu))

**PLEASE SUBMIT USING SECURE DROPBOX - <https://sendto.illinoisstate.edu/filedrop/converadatacollection>**