

Western Union - 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 Western Union

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 Western Union

Payment Currency: _____

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

If grant or department, voucher to Western Union 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 Account Number **OR** IBAN # _____

(up to 34 alphanumeric characters)

Bank SWIFT # _____

(8-11 alphanumeric characters)

CLAB # (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 Western Union vendor #70925

Comptroller's Office will enter Western Union's OTR# as 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 or Lisa Haas (lahaas2@ilstu.edu)

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