

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 or Lisa Haas (lahaas2@ilstu.edu)

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