**CONVERA - formerly 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 CONVERA**

    <span style="color:red">**PLEASE TYPE IN ALL BOXES TO COMPLETE THIS FORM AND SEND VIA DROPBOX LINK AT BOTTOM OF FORM.**</span>

**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 # _____
    (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/westernuniondatacollection**