# International Wire Guide- US Dollar

1. To request an International Wire, use the following link to access the *International Wire Out* Form on the State Treasurer's website:

   https://www.nctreasurer.com/fod/Pages/Banking-Forms.aspx

   | Form | Description |
   | --- | --- |
   | USD Wire Out Form | This form is used by State agencies and financial institutions that do not have access to CB$ or have a template set up to wire funds from their STIF/disbursing accounts. |
   | International Wire Out Form | This form is used by State agencies and universities to send international wires in US Dollars and foreign currencies. |

2. Once the International Wire Out Form has been selected, it will generate a PDF form. For help completing the wire out form, please see pages 3 - 4.
   **Note:** All wire transfers must be signed by an officer listed on the signature card of the disbursing account used to fund the wire.

   | REQUESTOR INFORMATION | |
   | --- | --- |
   | Agency Name: | |
   | Agency Contact Name: | Phone #: |
   | Debiting Disbursing/STIF Account Number: | |
   | Foreign National Taxation Review Info.: | |

   I certify the information provided on this form is true and correct, and I am authorized to initiate wires on behalf of this agency.
   Authorized Signature: _____   Date Signed: _____

3. Email the completed form to INTLwires@nctreasurer.com. With this form, please include supporting information, such as invoices, communications, and any relevant documentation for OSC to review to determine tax liability.

4. After emailing the International Wire Out Form to DST, transfer the wire amount plus the $25.00 wire fee to the international wire account ending in 2688 using a core banking template.
   For questions about setting up a template, email dst.disbursing@nctreasurer.com.

5. After SBU receives the completed form and supporting information and all documentation will be forwarded to the Office of State Controller (OSC) for review of foreign national tax status.
   Once the tax requirements have been reviewed, OSC will "reply all" with a message similar to the following:

   Good afternoon,

   This payment is foreign source. No U.S. Foreign National Taxes.

   Thanks,

   **Note:** Your agency may also receive a response asking for further information. If so, please respond as soon as possible for OSC to review. This will help us process your wire in a timely manner.

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6.  After OSC has reviewed national tax requirements, and the DST international wire account has been funded for the wire, DST will initiate the wire transfer through Wells Fargo.

7.  Once the wire has been completed, your agency will receive a confirmation email with a reference number and a wire confirmation attached.

For any questions or concerns regarding International Wires, please email

INTLwires@nctreasurer.com.

**Below is information regarding completion of the International Wire Form.**

| REQUESTOR INFORMATION | |
|---|---|
| Agency Name: | |
| Agency Contact Name: | Phone #: |
| Debiting Disbursing/STIF Account Number: | |
| Foreign National Taxation Review Info.: | |
| I certify the information provided on this form is true and correct, and I am authorized to initiate wires on behalf of this agency. Authorized Signature: _____ Date Signed: _____ | |

The information in this section pertains to the requesting agency.

Agency Contact Name:  The person submitting the wire request form

Debiting Disbursing/STIF Account Number:  The account used to fund the international wire account

Foreign National Taxation Review Info: Within this box, please provide your institutions review of Chapter 3 of the Internal Revenue Code for foreign national tax withholding.  If your payment is foreign source, tax treaty exempt or reduced withholding, or withholdable, please provide those details within this box.  This information will assist OSC in their review and release of wires

Authorized Signature:  An officer or authorized agent listed on your agency's Disbursing/STIF account signature card.

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| BENEFICIARY/RECIPIENT INFORMATION | | |
|---|---|---|
| Beneficiary/Recipient Name: | | Phone #: |
| Beneficiary Address, City, State, Zip and Country: | | |
| Information for the Beneficiary (invoice number, purchase order number, etc.) optional: | | |
| Are funds being sent in foreign currency? | Yes ☐  No ☐ | |
| US Dollar Wire Amount: | | Wire Fee:  $ 25.00 |
| Foreign Currency Amount: | | Foreign Currency Type: |

Beneficiary/Recipient Name: The person who is receiving the wire

Beneficiary Address, City, State, Zip, and Country: The recipients full address

Are the funds being sent in foreign currency? No, for wires sent in USD

US Dollar Wire Amount: USD amount (**do not include wire fee here**)

Foreign Currency Amount: Not applicable for USD wires

Wire Fee:  The processing fee for international wires

Foreign Currency Type: Not applicable for USD wires

| BENEFICIARY BANK INFORMATION |
|---|
| Beneficiary Bank Name: |
| Beneficiary Bank Routing Transit Number (RTN) or SWIFT Bank Identifier Code (BIC): |
| Beneficiary Bank Account Number: |
| International Routing Code (IRC): |
| Beneficiary Bank Address, City, State, Zip, and Country: |
| Information for the Beneficiary Bank, if applicable (Wires to Mexican banks require the CLABE account number in the Beneficiary instructions to ensure correct payment.): |

Beneficiary Bank Name: Receiving bank name

Beneficiary Bank Routing Transit Number or SWIFT Bank Identifier Code (IBC): Specifies the bank receiving the wire

Beneficiary Bank Account Number: Wire recipient's bank account number

International Routing Code (IRC): Does not apply to every international wire, this number should be included in the wire instructions provided to your agency/university

Beneficiary Bank Address, City, State, Zip, and Country: Address of receiving bank, this may vary

Information for the Beneficiary Bank: Is not applicable for all wires, some countries require additional information such as a CLABE or IRC number

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| INTERMEDIARY BANK INFORMATION |
|---|
| Intermediary Bank Name: |
| Intermediary Bank Routing Transit Number (RTN) or SWIFT Bank Identifier Code (BIC): |
| International Routing Code (IRC): |
| Intermediary Bank Address, City, State, Zip, and Country: |

<u>Intermediary Bank Information:</u> Recipient will provide this information if applicable

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