



REQUEST FOR INTERNATIONAL PAYMENT FROM A CHARITY FUND

Payment details:

Date of request:

Amount: Currency:

Beneficiary Name: (PRINT NAME):

IBAN or Account Number:

Routing number (only payment to USA):

SWIFT BIC Number:

Bank Name: (PRINT NAME):

Bank Address:

Beneficiary email address:

Applicant name:Tel:

Email of applicant:

FUND NO:

Signature: (Fundholder) Signed by: (PRINT NAME)

Signature: (Additional Fundholder for 5K or over.) Signed by: (PRINT NAME)

While we aim to process these requests within 10 days of receipt (if accompanied by the correct supporting documents), we are a small Finance team and it may take up to 30 days at busy times of the year.

Supporting documents:

- Original invoice or itemised receipt (if in foreign currency, please provide bank statement for the exchange rate if possible)
- Certificate of attendance or badge for conferences and courses
- Agenda, poster or email confirmation of meeting

Return completed form and supporting documents to: basia.coltman@royalfreecharity.org