

Registration Addendum: Wire Transfer Payments

Simmons
UNIVERSITY

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Boston, MA 02115
purchasing@simmons.edu

Dear Supplier/Individual,

In order to process an international wire transfer payment, Simmons requires the following information:

SECTION I - GENERAL INFORMATION:

Supplier/Individual Name (As registered with IRS or Social Security Administration)
DBA/Company Name (if applicable)
Primary Address

SECTION II: WIRE TRANSFER INFORMATION

Simmons University payment terms are 45 days from the date of the invoice.

Bank Name
Bank Address
IBAN Number
SWIFT / BIC

Remittance Email (if applicable): _____

Under penalties of perjury, I certify that the responses provided herein are true and accurate:

SIGNATURE _____

NAME (PLEASE PRINT) _____

TITLE (PLEASE PRINT) _____

**To return completed documents securely to Simmons University, please use the following link:
<https://filetransfer.simmons.edu/form/supplier-documentation>

Please reach out to purchasing@simmons.edu with any questions