



How to make a payment from the U.S. to the Netherlands

Invoices from Maastricht University/Center for European Studies are always in **euros**. We only accept invoices to be paid **in euros by wire/bank transfer**. Do not wire money before you receive an electronic or hard copy of the invoice as you need the invoice number before you can pay.

Wire transfer/bank transfer

Go to your bank and you can make an International Bank-to-Bank transfer. You just need the person's name (on the account), the bank address, the IBAN & Swift/BIC codes, the amount in EUROS and then the bank can make the transfer on your behalf.

Beware that you might be charged a transfer fee by the bank. All bank transfer costs should be paid by the sender, so Maastricht University/CES actually indeed receives the **net amount** which is mentioned on the invoice.

➤ You will need the following information:

Maastricht University has a bank account with ING Bank.

ING Current account number	65.76.28.700
IBAN:	NL91 INGB 0657 6287 00
SWIFT (BIC):	INGBNL2A

Please quote reference: Invoice number xxxxxxxxxxxxxx (see invoice)

➤ You might also need the following information:

VAT (BTW) number: EU NL 003475268 B01

Invoice address: Maastricht University
Finance accounts receivable department
PO Box 616
ZIP: 6200 MD Maastricht
The Netherlands

Make sure you mention that the amount should be paid to Maastricht University and that you mention the invoice number. You are advised to email your programme coordinator after wiring the money, so we can keep an eye on the payment and confirm receipt.

In case you face problems or wire/bank transfers are not possible at your bank, please do not hesitate to contact the Center for European Studies to discuss other ways of payments.