

TO: ACCOUNTS PAYABLE	FROM:
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BENEFICIARY:

Beneficiary Name:			
Address:			
City, Province		Country	
Payment Details: (up to 12 characters, ex: "Agent Fee"):			

TRANSFER DETAILS:

Amount to be transferred:		Date to be transferred:	
Currency: Canadian <input type="checkbox"/>	U.S. <input type="checkbox"/>	Other (Specify):	
Bank #:	Branch #:	Account #:	
Bank Name:			
Branch Address:			
City, Province or State:		Country:	

INTERMEDIARY/CORRESPONDENT BANK DETAILS (IF APPLICABLE)

Bank Name:			
Branch Address:			
City, Province or State:		Country:	
Other Information: (Ex.: Swift Code, Account Number, etc):			

ACCOUNTING DETAILS:

Account #:	
Account Description:	
Other comments/instructions:	

IDS

Requested by: _____ **Title** _____ **Date** _____

Departmental Authorization by: _____ **Title** _____ **Date** _____

Financial Services Authorization by: _____ **Title** _____ **Date** _____

FINANCIAL SERVICES USE ONLY

Wire created by:		Date
Wire approved by:	(Second approval if required)	Date
Wire posted to accounting records by:		Date

IMPORTANT INFORMATION BELOW

Wire Transfer Notes:

1. **Beneficiary Name and Address:** The Beneficiary name provided must be the exact name in which the bank account is registered. Beneficiary name not matching the account name is the most common reason wire transfers are rejected. It is important to include the beneficiary's correct mailing address as well in case the bank needs to contact the beneficiary.
2. **Payment Details:** There is no guarantee that payment details will be sent to the beneficiary's bank. If more informative payment details are required, the department requesting the wire transfer must send an email or fax to the beneficiary with full payment detail.
3. **Currency:** Ensure that the banks to which you are forwarding the funds accept the currency you have indicated. Example: Amerasia Bank in New York will not accept a transfer in Canadian funds. The department authorizing the transfer request must indicate the foreign currency amount to be transferred or the Canadian equivalent.
4. **Wire Transfer Fees:** The University pays standard fees for each wire transfer, depending on the country to which the wire is being sent. These fees are charged to the department requesting the wire. In addition, the beneficiary's bank may charge fees related to the wire. The University has no control over the fees charged by the beneficiary's bank.
5. **Bank and Branch Number:** In the Canadian banking system, the Bank Number consists of 3 digits representing the financial institution and Branch Number consists of 5 digits representing the specific branch. The US Banking system uses nine digit ABA numbers to indicate the bank and branch. Indicate the ABA number in the "Other Information" field on the form. For international wire transfers, please obtain the Swift Code for the beneficiary bank and intermediary banks, if applicable. Enter this information in the "Other Information" field on the form.
6. **Branch Address:** The entire address (street, town, province/state, and country) must be shown in order to complete the transaction.

**MISSING OR INCORRECT INFORMATION ON THIS WIRE TRANSFER FORM
MAY LEAD TO THE DELAY OR CANCELLATION OF THE TRANSFER BY THE
BANK**