Outgoing Foreign Payment Wire Transfer Request Form Completion Instructions

DATE, AMOUNT AND CURRENCY (Required)

DATE	Use the drop down Calendar tool to select the date the wire payment was created.
AMOUNT	This field is the amount of the wire in the currency of the wire transfer. If the wire is in a currency other than CAD and you want the equivalent amount of CAD, leave this field blank and enter the CAD Equivalent in field "CAD $ EQUIV"
COMPANY CODE	Please enter if other than University of Toronto
PAYMENT CURRENCY	Use the drop down menu to select the currency you are required to pay. These are standard codes for currencies around the world. **REQUIRED** - Ensure the payment currency is the same as the currency of the beneficiary's bank account. A list is provided at the bottom of these instructions to identify the correct currency code. NOTE: Please contact our office if the currency you require is not on the drop down list as there are various currency restrictions and limits depending on the country.
COTR	This is required for Financial Services. DO NOT USE
CAD $ EQUIV	Enter the CAD amount you want paid in the Payment Currency. We will arrange the equivalent amount using the indicated Payment Currency and the foreign exchange rate available when the payment is processed.

PAYEE INFORMATION (Payee name must be the exact name of the registered bank account holder)

NAME OR COMPANY	Enter the name of the Payee to be paid. This must be the exact name that is on the bank account that the funds are being transferred to otherwise the funds may be returned.
ADDRESS	Enter the address of the payee to be paid. This must be the address that is on record with the financial institution of the payee that the funds are being transferred to.
CITY, PROVINCE, POSTAL CODE	Enter the City, Province/State/Region, Postal Code of the Payee that would be on record with the financial institute for the payee.
PAYEE PHONE NUMBER	Provide the Payee's phone number. This is a requirement for payments to China and India.
COUNTRY OF RESIDENCE	This is the country of residence for the beneficiary.
ENTER PAYEE EMAIL	Enter payee e-mail here if they require a wire payment confirmation.

PAYEE/BENEFICIARY'S BANK INFORMATION (All information is required to complete the payment)

PAYEE/BENEFICIARY ACCOUNT#	Enter the bank account number of the beneficiary to be paid. An IBAN is required for payments to Europe in all currencies; the CLABE for payments to Mexico. **REQUIRED** - Ensure the payment currency is the same as the currency of the beneficiary's bank account.
BANK CODE	Enter the identification of the final destination bank, which ensures that the wire transfer reaches the correct bank. Depending on the locale, this could be a SWIFT code (also known as BIC code) and ABA routing number for the US or a Sort Code in other jurisdictions.
BANK NAME	Enter the name of the beneficiary's bank
ADDRESS	Enter the street address of the beneficiary's bank (this is necessary to ensure the funds get to the correct branch.)
OTHER REQUIRED INFORMATION	Enter any additional banking related information such as any intermediary bank information. This should include currency and country specific codes for transferring funds such as CNY CNAPS code and INR** requirements.
PAYMENT DETAILS	Enter any specific details of the wire transfer payment such as an invoice number or reference for the payment.

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ACCOUNTING INFORMATION (Required)	
G/L ACCOUNT	Enter the GL Account for the line item
TAX CODE	Enter the tax code for the line item using the drop down menu provided
AMOUNT	Enter the amount for each expense line item
BUSINESS AREA	If the Business Area is other than 1000, enter the Business Area in this field
COST CENTRE	Enter the cost centre to which the line item will be charged. If an internal order is to be charged, keep this field blank
INTERNAL ORDER	Enter the internal order to which the line item will be charged. If a cost centre is to be charged, keep this field blank
C/F CENTRE	Enter the Fund Centre to which the line item should be charged.
FUND	Enter the Fund to which the line item should be charged, if any
COMMITMENT ITEM	Enter the commitment item to which the line item should be charged, if this is different from the default commitment item.
TOTAL	This table will automatically total the amounts you entered. This should match your amount entered above or the CAD $ Equivalent.

ONLY PO OR HONORARIUM PAYMENT: F TYPE PAYMENT	
VENDOR NUMBER	When a wire payment is required for a Vendor payment with a Purchase Order (PO) or an Honorarium payment with vendor 990268- Enter the Vendor you used to create your F type document
DOCUMENT NUMBER	When a wire payment is required for a Vendor payment with a Purchase Order (PO) or an Honorarium payment with vendor 990268 - Enter the Document number you posted so that we can clear vendor account.

DEPARTMENTAL AUTHORIZATION (signed in accordance with U of T approval requirements)	
PREPARED BY	Enter the name of the individual who prepared the Wire Payment Request form and would be the point of contact at the department.
DEPARTMENT	Enter the name of the department of the individual who prepared the form
EMAIL ADDRESS	Enter the email address of the individual who prepared the form
TELEPHONE #	Enter the telephone number of the individual who prepared the form
FAX #	Enter the name of the fax number of the individual who prepared the form
AUTHORIZED APPROVER (PRINT NAME)	Print the name of the authorized approver
SIGNATURE	The form submitted to the Financial Services Department must contain the original signature of the authorized approver. This would be completed after it is printed.
TITLE OF AUTHORIZED APPROVER	Enter the title of the authorized approver.

NOTES	
NOTES	Please ensure that you follow these requirements and provide documents necessary to complete the payment. If the information is not complete, we will contact you or return the form without processing the request.

Outgoing Foreign Payment Wire Transfer Request Form Completion Instructions

Currency	Code		Currency	Code		Currency	Code
Key Currencies			**Asia**			**Europe**	
Canadian Dollar	CAD		Chinese Reminbi/Yuan*	CNY		British Pound	GBP
US Dollar	USD		Hong Kong Dollar	HKD		Czech Republic Koruna	CZK
British Pound	GBP		Indian Rupee**	INR		Danish Krone	DKK
Euro	EUR		Japanese Yen	JPY		Euro	EUR
Japanese Yen	JPY		Philippine Peso	PHP		Hungarian Forint	HUF
Swiss Franc	CHF		Singapore Dollar	SGD		Norwegian Krone	NOK
Australian Dollar	AUD		Thai Bhat	THB		Polish Zloty	PLN
Chinese Reminbi/Yuan*	CNY					Swedish Krona	SEK
Hong Kong Dollar	HKD		**Australia / Oceania**			Swiss Franc	CHF
			Australian Dollar	AUD			
Africa			Fiji Dollar	FJD		**Middle East**	
Egyptian Pound	EGP		New Zealand Dollar	NZD		Bahrain Dinar	BHD
Kenyan Shilling	KES		Tonga Pa'anga	TOP		Israeli Shekel	ILS
Mauritius Rupee	MUR		Tahitian Franc	XPF		Kuwaiti Dinar	KWD
Moroccan Dirham	MAD					Saudi Arabian Riyal	SAR
South African Rand	ZAR		**North America**			United Arab Emirates Dirham	AED
Tunisian Dinar	TND		Canadian Dollar	CAD		Qatar Rial	QAR
			Mexican Peso	MXN			
			United States Dollar	USD			

NOTE: Other currencies may be available but have limitations and restrictions. Please contact our office for additional information.

REQUIRED - Ensure the payment currency is the same as the currency of the beneficiary's bank account.

***Chinese Reminbi/Yuan**: A CNAPS 12 digit Beneficiary Bank Routing code is required for all payments.

****Indian Rupee**: Wire payments for INR require the beneficiary to provide the following 3 items – 1. Purpose of Payment code; 2. Relationship between the University and the Beneficiary; 3. The Beneficiary bank account type. Wires cannot be processed without this information.