



INCOMING WIRE TRANSFER FORM

When to use this form:

This form should be completed when monies are electronically sent to the Governing Council of the University of Toronto through a wire transfer. The completed form should be e-mailed to the Financial Services Department, c/o: banking.fsd@utoronto.ca

Please note: In order to avoid delays in processing, all of the requested information must be provided.

When not to use this form:

Do not use this form for incoming customer wire transfers that need to be applied to outstanding accounts receivable invoices. Please contact ar.financialservices@utoronto.ca for further instruction.

<u>Departmental Contact Information:</u>	
Faculty	_____
Department	_____
Contact Name	_____
Telephone	_____
Fax	_____
E-mail	_____

<u>FIS Accounts to be Credited:</u>	
G/L	_____
CC (1)	_____
Internal Order (1)	_____
CFC	_____
Fund (if applicable)	_____
Tax Code (2)	_____

<u>Incoming Wire Transfer Details:</u>	
Sender Name (i.e. Company, Student, etc.)	_____
Bank Name (optional)	_____
Country of Origin	_____
Currency (please check one)	<input type="checkbox"/> CDN <input type="checkbox"/> U.S. <input type="checkbox"/> Other (please specify) _____
Amount	_____
Expected Date of Transfer (3)	_____
U of T Bank Account (4)	<input type="checkbox"/> CDN <input type="checkbox"/> U.S. or Bank # _____
Other Detail / Comments	_____ _____

<u>Notes:</u>	
1- Cost Centre / Internal Order:	Enter the Cost Centre <u>Or</u> Internal Order (but not both)
2- Tax Code:	Enter the appropriate tax code. (Contact your FAST representative if assistance is required.)
3- Expected Date of Transfer:	Enter expected date of Incoming Fund Transfer <u>Or</u> Range of dates i.e. between Sept. 1/13 and Sept. 14/13
4- U of T Bank Account:	If there is a specific UofT bank account to which the funds should be deposited, please enter the bank account number, Otherwise indicate whether the funds should be deposited into the Cdn or US general account.