

Outgoing Foreign Payment Wire Transfer Request

DATE		COMPANY CODE <small>If other than U of T</small>		COTR	Do Not Use - for Financial Services Department Only			
AMOUNT		PAYMENT CURRENCY		CAD \$ EQUIV				
REQUIRED PAYEE INFORMATION NOTE: Payee name must be the exact name of the registered bank account holder	Name or Company							
	Address - Number, Street and Apartment # or P.O. Box #							
	City, Province/State/Region, Postal Code				Payee Phone Number			
	Country of Residence			Enter payee e-mail here if they require a wire payment confirmation				
REQUIRED BANK INFORMATION NOTE: Payment Currency must be the same as beneficiary's bank account	Payee/Beneficiary Account #, IBAN or CLABE				Bank Code (ABA, Routing #, SWIFT/BIC Code)			
	Bank Name							
	Address - Number, Street and Apartment # or P.O. Box #, City, Province/State/Region, Postal Code, Country							
	Other required banking information(eg. Intermediary Bank information, CNY CNAPS Code, INR Currency Requirements)							
Payment Details (i.e. Invoice#, Due Date of Wire Transfer)								
ACCOUNTING INFORMATION (Required)								
G/L Acct	Tax Code	Amount	Business Area <small>If other than 1000</small>	Cost Centre	Internal Order	C/F Centre	Fund	Commitment Item
Total								
For F Type Payment Only		Vendor Number			Document Number			
Prepared By		Department		Email Address		Telephone #	Fax #	
Authorized Approver (Print Name)			Signature			Title of Authorized Approver		
* NOTES								
1- Supporting documentation (e.g. invoice, contract, etc.) must be included with this wire request.								
2- For Processing, ORIGINAL form MUST be sent to A/P Department, 215 Huron Street, 2nd Floor.								
3- Prior to sending the ORIGINAL you can e-mail a completed copy of this form for review to: ap.fsd@utoronto.ca								
4- Preparer and approver cannot be the same individual; approver must be one level up.								
Do Not Use - for Financial Services Department Only								
New Payee <input type="checkbox"/>	Existing Payee <input type="checkbox"/>	Order Number:			Approver		Approver	