

Outgoing Foreign Payment Wire Transfer Request

Print Form

DATE		COMPANY CODE <small>If other than U of T</small>		COTR	<small>Do Not Use - for Financial Services Department Only</small>
AMOUNT		PAYMENT CURRENCY		CAD \$ EQUIV	

<p>REQUIRED</p> <p>PAYEE INFORMATION</p> <p>NOTE: Payee name must be the exact name of the registered bank account holder</p>	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		

<p>REQUIRED</p> <p>BANK INFORMATION</p> <p>NOTE: Payment Currency must be the same as beneficiary's bank account</p>	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 Center	Internal Order	Funds Center	Fund	Commitment Item
Total								

For F Type Payment Only	Vendor Number	Document Number
Prepared By	Department	Email Address
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, 150 College St., 3rd Flr Rm# 350
- 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.

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New Payee <input type="checkbox"/>	Existing Payee <input type="checkbox"/>	Order Number:	Approver
			Approver