

# Outgoing Foreign Payment Wire Transfer Request

Print Form

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

<p style="font-size: 1.2em; margin: 0;"><b>REQUIRED</b></p> <p><b>PAYEE INFORMATION</b></p> <p><b>NOTE:</b> <b>Payee name must be the exact name of the registered bank account holder</b></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 style="font-size: 1.2em; margin: 0;"><b>REQUIRED</b></p> <p><b>BANK INFORMATION</b></p> <p><b>NOTE:</b> <b>Payment Currency must be the same as beneficiary's bank account</b></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
<b>Total</b>								

<b>For F Type Payment Only</b>	<b>Vendor Number</b>	<b>Document Number</b>
<b>Prepared By</b>	<b>Department</b>	<b>Email Address</b>
<b>Telephone #</b>	<b>Fax #</b>	
<b>Authorized Approver (Print Name)</b>	<b>Signature</b>	
<b>Title of Authorized Approver</b>		

**\* 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](mailto: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