

Date:

University of Waterloo
Outgoing Wire Payment Request Form

THIS FORM IS NOT REQUIRED IF
PAYMENT IS TO A U.S. RESIDENT

General Instructions:

- I. Use this form to pay for goods and/or services provided to the university when payment by international wire is required.
(i.e. payment sent outside Canada and United States).
- II. Wire payment to a student for an account refund is handled through Student Accounts at sfaccnts@uwaterloo.ca or extension 38466.

Instructions to Payee/Beneficiary:

- I. Obtain all required information. This may require you to contact your bank.
- II. Email the completed electronic form to your department designate. He/she will submit all supporting documentation
(i.e.: invoice, expense claim) along with this form to University of Waterloo Finance department for payment.

BENEFICIARY/PAYEE INFORMATION

NAME

STREET ^{1.}

CITY

PROV/STATE

COUNTRY

EMAIL ADDRESS (to notify
when wire is sent)

PHONE NUMBER (mandatory)

BENEFICIARY/PAYEE'S BANK INFORMATION

NAME

STREET ^{1.}

CITY

PROV/STATE

COUNTRY

BANK ID CODE (BIC) ^{2.}

BANK ACCOUNT #

INTERNATIONAL BANK

ACCOUNT NUMBER (IBAN) ^{3.}

BENEFICIARY/PAYEE'S INTERMEDIARY BANK INFORMATION ^{4.}

NAME

BANK ID CODE (BIC) ^{2.}

PAYMENT AMOUNT:

CURRENCY:

BENEFICIARY/PAYEE

INSTRUCTIONS:

Notes:

- ^{1.} Wire cannot be transmitted if street address is not provided. PO Box is not acceptable.
- ^{2.} Bank identifier code is one of the following:
 - SWIFT code is most commonly used bank identifier code. It is a unique code containing 8 or 11 characters.
 - Routing transit number is a nine digit bank code used in the United States.
 - SORT code is used in by the British and and Irish banking industry and contains 3 pairs of numbers.
- ^{3.} IBAN is an international standard for identifying bank accounts across national borders.
It consists of alpha-2 country code, followed by two check digits and bank account number.
- ^{4.} Used in some countries, to act as a liaison between the university's service provider and the beneficiary bank.