



Wire Transfer Form

Visit the [Staff Service Centre](#) to submit Wire Transfer form with an invoice, Payment Request or Non-Employee Reimbursement to Payment Services.

*Form not required if wire instructions are included on an invoice

Vendor / Payee Information ***For payees located outside of North America only.**

Vendor or Non-Employee Name:

Street Address:

Suite/Apt #:

City:

Province/State:

Country:

Postal/Zip :

Email Address:

Transaction Details

Payment Request form

Non-Employee Reimbursement form

Vendor Invoice (Indicate invoice number) :

Amount Payable : _____

Currency: CAD

USD

Other (Specify) :

Vendor / Payee's Bank Information ****Attach a copy of the receiving bank's incoming international wire instructions.**

	Primary Bank
Account Holder Name:	
Bank Name:	
Bank Address:	
City, Province/State:	
Country, Postal Cde:	
Account Number:	
Bank Number:	

Intermediary Bank (if applicable)

Bank Identifier Codes - provide SWIFT and country specific code as applicable.

SWIFT # :	
	SWIFT Required for all international wire transfers
IBAN # :	
	IBAN For most European Banks.
ABA # :	
	ABA For US Banks only.
CLABE # :	
	CLABE For Mexican banks only.
IFSC # :	
	IFSC For Indian banks only.

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Fees: UofA wire fees will be charged back to the requesting department. Some receiving and intermediary banks also charge wire and/or exchange rate fees which could be deducted from the amount received by the payee/vendor. Receiving/intermediary bank fees are the sole responsibility of the payee/vendor.

Wire Payment Inquiries: Visit the [Staff Service Centre](#) to contact Payment Services.

The personal information on this form is collected for the purpose of electronically transferring funds to your financial institution account. The personal information collected will be used and disclosed in compliance with Section 33c of the Alberta Freedom of Information and Protection of Privacy Act. For further information call 780.492.6849.