INSTRUCTIONS FOR WIRE PAYMENT DOCUMENTATION FORM

September 2011

This form must be completed and attached to all payments that are to be made by wire transfer. This will include all payments in funds other than Canadian or US dollars.

It is up to the person requesting payment to get the banking information from the supplier. The Documentation Wire Payment form **must** be completed and sent to Accounts Payable with the cheque requisition, purchased order or other request for payment form.

Please note that the banks will return any payment with incorrect banking information. All fields marked with an * must be completed.

Payment Information	**Amount of Wire**	Fill in the total on the invoice.
	Currency	Note which currency is to be used for the payment.
	Date Required	Note if the payment has to reach the supplier by a specific date.
	All fields in section are mandatory. It can take up to a week for a wire transfer to be received by the beneficiary's bank. Please submit request in time for payment to be processed by the due dates.	
Beneficiary (Payee) Information	**Name**	The name should match the name on the bank account.
	Address	Please include full address including country and postal code.
	The name on the wire transfer must match the name on the bank account or the bank will not process the transfer. The bank requires the address to validate the payee's account.	

Beneficiary's Bank Information	This is the information for the bank receiving the wire transfer.	
	Beneficiary's Account Number	This information is mandatory. Without the account number the bank will have no way of knowing where to direct the funds.
	Name and Address	Fill in the name and address of the payee's bank
	Bank Transit number and Institution Code	For funds being transferred to a bank in Canada, it is sufficient to have the bank's transit number and institution code.
	SWIFT code IBAN No. and BIC code	For international banks, the SWIFT code is the most efficient way of locating the bank on wire transfer system.
	IBAN No. and BIC code	IBAN (International Banking Account Number) and BIC (Bank Identifier Code) need to be entered in pairs and are for banks in countries within the European Union. These are other methods of locating the bank on our wire transfer system.
	Any Other Bank Information	If you have any other bank information that may prove helpful, please add it here.
Information to Payee	This section allows you to add information that will help the payee determine what the wire transfer is for. The bank will add it to the information they are sending the payee about the wire transfer.	
	Invoice Number	This is the minimum information that should be given.
	Purchase Order	This information should be filled out if it is available.
	Additional Information	This is a spot for optional information to help the payee assign payment to the correct account.