

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	Intermediary Bank (if applicable)
Account Holder Name:		
Bank Name:		
Bank Address:		
City, Province/State:		
Country, Postal Cde:		
Account Number:		
Bank Number:		

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

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

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 and protected in compliance with sections 4(c) and section 10 of the Protection of Privacy Act (POPA). The personal information collected will be used and disclosed by sections 12, 13 of the POPA. The University of Alberta uses automated systems to generate content and to make decisions, recommendations and predictions. For further information about the collection, use and disclosure of personal information, please contact: Shared Services 10230 Jasper Avenue, Edmonton, Alberta, T5J 0B2, 780-492-8000.