

Wire Transfer Information Form

Instructions:

1. This form is **intended to be used to provide valid wire transfer information for Payees located outside of North America that are NOT accounts payable suppliers**, including students requiring refunds or individuals receiving expense reimbursements. Payees located in Canada or the US should be paid by CAD EFT (Electronic Funds Transfer) or USD ACH (Automated Clearing House) where possible.
2. Please note that **this form should NOT be used to provide/update wire transfer information for Accounts payable suppliers**. Any edits to A/P supplier information should be made through the Supplier Management module in acQuire, or the Secure Supplier Information Collection Form. For any questions related to making such supplier changes, please contact aq.supplier@queensu.ca.
3. Complete the information below, or attach information provided on payee's bank letterhead.
4. **Do not email this information unprotected**. Attach a copy to the form being submitted (^{ex} to paper Expense Reimbursement Form), and transmit securely (^{ex} send as a password-protected PDF, ensuring that the form and password are sent in separate emails)
5. For any questions related to this form, please contact Queen's Financial Services at financial.services@queensu.ca, or by phone at 613-533-2050.

Beneficiary Bank Information (Payee's bank):

Currency to be sent to Payee:	
Beneficiary Account Name:	
Beneficiary Account Number / IBAN:	
Beneficiary Bank ID / SWIFT Code:	
Beneficiary Bank Name:	
Beneficiary Bank Address:	
Any Additional Wiring Instructions:	

Information required for sending to specific countries (where applicable):

Country	Info Required	Provide below, where applicable:
USA	Routing Number (9 digits)	
Mexico	CLABE (18 digits)	
Great Britain	Sort Code (6 digits)	
Chile	RUT Code (8 digits)	
Australia	BSB Code (6 digits)	
China	CNAP Code (12 digits) Contact name, phone #	

Intermediary / Correspondent Bank Information (if applicable):

Country	Intermediary Bank info:	Correspondent Bank info:
Bank ID / SWIFT Code:		
Bank Name:		
Bank Address:		

Form Submitted By:

Name:		Signature:
Department:		
Phone #/Extension		