

**WIRE TRANSFER FORM**

Complete all fields and submit with invoice and payment voucher. Send to [ap@ecuad.ca](mailto:ap@ecuad.ca) or the Financial Services mailbox.  
\*Form not required if wire instructions are included on an invoice.

<b>Vendor / Payee Information</b> *For payees located outside of North America only.			
Vendor Name:			
Unit/Suite:	Address:		
City:	Province/State:	Postal/Zip Code:	
Country:	Telephone Number:		
Email Address:			

<b>Transaction Details</b>			
Amount Payable:			
Currency:	Canadian	USD	Other (Specify):
Vendor Invoice Number:			

<b>Vendor / Payee's Bank Information</b> **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/Zip Code:		
Account Number:		
Bank Number:		

<b>Bank Identifier Codes</b> – provide SWIFT and country specific code as applicable.		
	Primary Bank	Intermediary Bank (if applicable)
SWIFT #:	<i>SWIFT required for all international wire transfers</i>	<i>SWIFT required for all international wire transfers</i>
IBAN #:	<i>IBAN for most European Banks.</i>	<i>IBAN for most European Banks.</i>
CLABE #:	<i>CLABE for Mexican Banks only.</i>	<i>CLABE for Mexican Banks only.</i>
IFSC #:	<i>IFSC for Indian banks only.</i>	<i>IFSC for Indian banks only.</i>

<b>Fees:</b>
Emily Carr University 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.

<b>Wire Payment Inquiries:</b>
The personal information on this form is collected for the purpose of electronically transferring funds to your financial institution. The personal information collected will be used and disclosed in compliance with the BC Freedom of Information and Protection of Privacy Act.