



University  
of Windsor

### Wire Transfer Request Form

**Purpose of Form:** This form may be used by anyone on campus, except for students, to send a payment to a vendor. This form is not for student payments. Students use *Student Wire Request Form AR11*.

*All information requested is mandatory. Delays may occur if any pertinent information is missing.*

Date _____	Amount _____	Currency _____
Purpose of Wire/Message to Payee: _____		

### Payee Information

Payee Name _____		
Payee Address _____		
Street number and name _____	Unit/Apt _____	City _____
Province/State _____	Postal/Zip Code _____	Country _____

### Banking Information

Bank Name _____		
Bank Address _____		
Street number and name _____	Unit/Apt _____	City _____
Province/State _____	Postal/Zip Code _____	Country _____
IBAN/Bank Account Number _____		
Swift Code _____		
Routing Code or ABA Number _____		

## Accounting Information

PO#

Department	Program	Project	Natural Account	Classification

Your typed name below indicates your approval of the form and confirms that all information is accurate.

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Please submit the completed form to [acctpay@uwindsor.ca](mailto:acctpay@uwindsor.ca) along with a copy of the invoice.