



University  
of Windsor

## STUDENT WIRE REQUEST FORM

**Purpose of Form:** This form should be completed by a student wishing to receive a refund payment via wire (for example, when funds are in USD or other currencies are required).

---

### Requestor Information:

Date (YYYY-MM-DD): \_\_\_\_\_ Name: \_\_\_\_\_  
Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

---

### Wire Information:

Amount: \_\_\_\_\_  
Purpose of Wire/Message to Payee: \_\_\_\_\_

---

### Payee Information:

Payee Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_  
Postal/Zip Code: \_\_\_\_\_ Payee Telephone: \_\_\_\_\_  
Payee Email: \_\_\_\_\_

---

### Bank Information:

Bank Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_  
Postal/Zip Code: \_\_\_\_\_ IBAN/Bank Account Number: \_\_\_\_\_  
Swift Code: \_\_\_\_\_ Routing Code or ABA Number: \_\_\_\_\_

---

## Signature:

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

\_\_\_\_\_

Once complete, please return to the Office of the Cashier, Room 1118 CHT, or email to [cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca)

---

## For Finance (Internal) Use Only:

Reviewer Name: \_\_\_\_\_

(check each box below for confirmation)

Balance Confirmation:  Payee Confirmation:  Banking Confirmation:

Deposit Forfeiture? (circle) Yes or No

Currency: \_\_\_\_\_

Initials of Reviewer: \_\_\_\_\_

Review Date (YYYY-MM-DD): \_\_\_\_\_

Approver: \_\_\_\_\_

Approval Date (YYYY-MM-DD): \_\_\_\_\_