



Foreign Payment Request

Instructions			
<ul style="list-style-type: none"> ▪ Please attach this form as the first page in the backup to the voucher when requesting a wire transfer. • Department contact information is required* • Wire transfers take approx. 3 days to reach the supplier's bank (depending on the recipient's country). • Bank regulations differ depending upon the recipient's country. You may receive an email or telephone call if additional information is needed to complete the transfer successfully. • Wire payments are processed every Thursday. • A fee of \$30 applies. 			

Voucher number		Dept. contact*	
		Extension	
Supplier ID (if applicable)		Supplier Name	
Wire Amount		Currency in which wire is to be paid	

Bank Account Holder's Name	
Supplier Address	
Bank Name	
Bank Address	
Account Number/IBAN	
SWIFT Code/BIC	
Routing/Sort Code (if available)	

Intermediary Bank Name (if required)	
SWIFT Code/BIC	
Intermediary Bank Address	

If you have any questions please contact: aphelp@mcmaster.ca

IBAN: consists of: two-character country code, two character check code and any additional characters present

SWIFT/BIC: the unique identification code of a particular bank

Intermediary Bank: a financial institution where the transaction is routed prior to sending it to the beneficiary