

Legal Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
(Registered Bank Account Holder) OR

Individual: \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_  
Street City

\_\_\_\_\_ State/Province ZIP Code/Postal Code/PIN Code Country

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City

\_\_\_\_\_ State/Province ZIP Code/Postal Code/PIN Code Country

Bank Swift or BIC: \_\_\_\_\_ Bank Account No: \_\_\_\_\_  
(BIC - Bank Identifier Code) (Account No. is usually included in the IBAN.  
Please check with your bank for the exact account number)

IBAN: \_\_\_\_\_ Bank Letter/Wire  
(International Bank Account Number) for International Wires Instruction Form from  
Beneficiary Bank attached

Bank Account Currency: CAD USD OTHER Please Specify: \_\_\_\_\_  
GBP EURO Note: Wire transfers to US banks must be in US funds.

If Bank is in India - IFSC (Indian Financial System Code): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City

\_\_\_\_\_ State/Province ZIP Code/Postal Code/PIN Code Country

Bank Swift or BIC: \_\_\_\_\_  
(BIC - Bank Identifier Code)

SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Form is Completed: \_\_\_\_\_

Beneficiary Email: \_\_\_\_\_

Beneficiary Phone: \_\_\_\_\_

## Wire Transfer Instruction Form Completion Guidelines

| Beneficiary Information (Required)<br>(The Beneficiary Name must be the exact name of the registered bank account holder) |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORGANIZATION OR NAME                                                                                                      | Enter the name of the payee to be paid. This must be the exact name that is on the bank account that the funds are being transferred to otherwise the funds may be returned.                                                                                                                                                                                                                                                            |
| ADDRESS                                                                                                                   | Enter the street address of the payee to be paid. This must be the address that is on record with the financial institution of the payee that the funds are being deposited. Enter the City, State/Province/Region, ZIP/PIN/Postal Code and Country of the Payee that would be on record with the financial institution.                                                                                                                |
| SIGNATURE<br>(Bottom of the form)                                                                                         | A handwritten signature of the beneficiary (payee) is required on this form                                                                                                                                                                                                                                                                                                                                                             |
| BENEFICIARY CONTACT DETAILS<br>(Bottom of the form)                                                                       | Enter the Beneficiary name (printed), their email address and phone number.<br>This is required for audit purposes.                                                                                                                                                                                                                                                                                                                     |
| Beneficiary Bank Information<br>(The Beneficiary Name must be the exact name of the registered bank account holder)       |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| BANK NAME                                                                                                                 | Enter the name of the financial institution where the funds are being deposited.                                                                                                                                                                                                                                                                                                                                                        |
| ADDRESS                                                                                                                   | Enter the street address of the beneficiary's bank where the funds are being deposited. Enter the financial institution's City, State/Province/Region, ZIP/PIN/Postal Code and Country. This is necessary to ensure the funds get to the correct branch.                                                                                                                                                                                |
| BANK SWIFT OR BIC<br>(BANK IDENTIFIER CODE)                                                                               | Enter the identification of the final destination bank and branch, which ensures that the wire transfer reaches the correct bank. Depending on the locale, this could be a SWIFT code (also known as BIC code) or ABA routing number (US) or a Sort Code in other jurisdictions.                                                                                                                                                        |
| BANK ACCOUNT NUMBER                                                                                                       | This is the beneficiary's unique and specific account number.<br><b>If providing the BANK SWIFT/BIC, you <u>must</u> supply the bank account number.</b>                                                                                                                                                                                                                                                                                |
| IBAN<br>(International Bank Account Number)                                                                               | <b>If using the IBAN, you do not need to enter the BANK SWIFT/BIC.</b><br>Enter the IBAN provided by the beneficiary bank. IBANs can be up to 34 characters long, and the length can vary depending on the country. IBANs identify the bank, branch, and specific individual bank account.                                                                                                                                              |
| BANK LETTER / WORK<br>INSTRUCTION FORM FROM<br>BENEFICIARY BANK                                                           | Payment Services requires a bank letter directly from the bank - an official document from the beneficiary's bank that has the account details on it. Suppliers and Individuals can find it on their online banking portals or by request from their bank.                                                                                                                                                                              |
| BANK ACCOUNT CURRENCY                                                                                                     | Select the checkbox of the appropriate currency of the receiving bank. CAD, USD, GBP, EURO or Other. If selection OTHER, please specify the currency of the payment to be deposited.<br>Note: Wire Transfers to US Banks must be in US Funds.<br><b>Ensure the currency of the beneficiary's bank account is the same currency being deposited. If the currency of the account differs, additional charges and delays could result.</b> |
| IFSC<br>(Indian Financial System Code)                                                                                    | If the financial institution is in India, the IFSC is required.                                                                                                                                                                                                                                                                                                                                                                         |
| Intermediary Bank Information (only if applicable)                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| INTERMEDIARY BANK NAME                                                                                                    | Enter the name of the intermediary financial institution.                                                                                                                                                                                                                                                                                                                                                                               |
| ADDRESS                                                                                                                   | Enter the intermediary bank's street address, City, State/Province/Region, ZIP/PIN/Postal Code, and County of the intermediary bank.                                                                                                                                                                                                                                                                                                    |
| BANK SWIFT OR BIC<br>(BANK IDENTIFIER CODE)                                                                               | Enter the SWIFT (also known as BIC code) of the intermediary financial institution.                                                                                                                                                                                                                                                                                                                                                     |