

Request for Payment by Bank Transfer

All information is require unless noted otherwise

Account Number:

Bank & Transit Number OR ABA Routing Number:

SWIFT / BIC Code:

Bank Name:

Bank Address (Full):

City:

Province/State:

Postal Code:

Country:

Beneficiary Name:

Beneficiary Address (Full):

City:

Province/State:

Postal Code:

Country:

Amount:

Currency:

Reason for Payment:

LU Budget Code:

Authorized Signature:

Full Name:

NOTE:

Please submit your request for payment with all supporting documents to Accounts Payable. Once the payment has been submitted, please expect a minimum of fourteen (14) business days for processing.

Transfers will not be processed if any of the required information is missing, as our bank will not process transfers with incomplete information.