

## Request for Payment by Bank Transfer

All information is require unless noted otherwise

Account Number: \_\_\_\_\_ ABA Routing Number: \_\_\_\_\_

Bank Number: \_\_\_\_\_ Transit Number: \_\_\_\_\_

SWIFT or BIC Code: \_\_\_\_\_

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

Bank Address (Full):  
\_\_\_\_\_

City: \_\_\_\_\_ Province or State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

Beneficiary Address (Full):  
\_\_\_\_\_

City: \_\_\_\_\_ Province or State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Reason for Payment:  
\_\_\_\_\_

LU Budget Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ 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.