

**REQUEST FOR PAYMENT OF INVOICES, CONFERENCE REGISTRATION  
FEES, ETC. BY BANK TRANSFER**

**ALL** information is required unless noted otherwise

Account No: \_\_\_\_\_

Payee: \_\_\_\_\_

Payee Address: (full address) \_\_\_\_\_

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

Bank Address: (full address) \_\_\_\_\_

(if used in that country)  
Bank Transit#/Code: \_\_\_\_\_

(Must have IBAN or Swift#)  
IBAN Code: \_\_\_\_\_

Swift/Bic Code: \_\_\_\_\_

Amount to Transfer: \_\_\_\_\_ Currency \_\_\_\_\_

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

**LU BUDGET CODE:** \_\_\_\_\_

**NOTE:**

TRANSFERS WILL NOT BE PROCESSED IF ANY OF THE REQUIRED INFORMATION IS MISSING AS OUR BANK WILL NOT PROCESS WITH INCOMPLETE INFORMATION.

PLEASE SUBMIT YOUR REQUEST WITH A CHEQUE REQUISITION AND THE SUPPORTING DOCUMENTS A MINIMUM OF 2 (TWO) WEEKS PRIOR TO DUE DATE OF PAYMENT IN ORDER TO ALLOW SUFFICIENT TIME FOR LU & THE BANK TO PROCESS THE TRANSFER