

Wire Transfer Information Form

Instructions:

1. This form is intended to be used to provide valid wire transfer information for Payees located outside of North America that are NOT accounts payable suppliers, including students requiring refunds or individuals receiving expense reimbursements. Payees located in Canada or the US should be paid by CAD EFT (Electronic Funds Transfer) or USD ACH (Automated Clearing House) where possible.

2. Please note that this form should NOT be used to provide/update wire transfer information for students.

3. This form should be submitted electronically to paper Expense Reimbursement Form), and transmit securely (e.g. send as a password-protected PDF, ensuring that the form and password are sent in separate emails)

5. For any questions related to this form, please contact Queen's Financial Services at extension 3-2224 ext. 2224.