University of Waterloo
Foreign Fund Payment Request

This form is used for making one time payments to non-resident individuals (not companies) in a currency other than Canadian dollars. Payments in Canadian dollars should be submitted on the One Time Payment Request form.

ISSUING DEPARTMENT INFORMATION

Name of Department Contact:

Phone Extension:

Supervisory Org:

Supervisory Org Number:

PAYEE INFORMATION

First Name:

Last Name:

.

Permanent Address (for purpose of mailing T4A-NR – Department address not accepted)

Street Number and Address:		Apt Number:	City:
Province/State/Territory:		Postal Code:	Country:

Record the amount to be paid under Payment Details and in the Account Authorization section

Where work is performed in Canada, Income Tax will be deducted as per subsection 105(1) of the Revenue Canada Taxation Act (unless a CRA approved Regulation 105 Waiver is attached) and the payment will be reported on a T4A-NR

Individual Tax Number or Foreign Social Security Number (for T4A-NR purposes, applicable only if work was performed in Canada):	The work was performed (check one): Outside of Canada In Canada If work was performed in Canada, indicate the number of days the individual was in Canada:	Date(s) work performed:

PAYMENT AMOUNT IN CANADIAN DOLLARS

CURRENCY FOR PAYMENT

TYPE OF PAYMENT

Record the amount to be paid in Canadian dollars and indicate the currency to be used for the payment. Exchange to convert Canadian dollars to the foreign currency will be determined at the point of processing.

The Outgoing Wire Payment Request form must be completed and included for all payments.

Award

Fee for Service - attach invoice

External Guest Lecturer/Speaker

External Honorarium

Living Allowance

ADDITIONAL DETAILS TO SUPPORT PAYMENT (and/or attach supporting documentation):

External Prize

Research Participant Payment

External Reviewer/Examiner/Assessor

Royalties

Other

One time payments of this type do not go through an approval process in Workday. For audit purposes, please keep a copy of the approved form for departmental records.
Submit the completed original to Human Resources, Payroll in EC1.
Please note that all Foreign Fund payments are charged to account 60140.

ACCOUNT AUTHORIZATIONS:

6 0 1 4 0 ☐☐☐☐☐☐ – ☐☐☐☐☐ ☐☐☐

ACCOUNT   WORK ORDER   ACTIVITY   AMOUNT (IN CDN DOLLARS)   DATE

AUTHORIZATION: _____   _____
Name   Signature

6 0 1 4 0 ☐☐☐☐☐☐ – ☐☐☐☐☐ ☐☐☐

ACCOUNT   WORK ORDER   ACTIVITY   AMOUNT (IN CDN DOLLARS)   DATE

AUTHORIZATION: _____   _____
Name   Signature

Date:

University of Waterloo
Outgoing Wire Payment Request Form

General Instuctions:

I. Use this form to pay for goods and/or services provided to the university when payment by international wire is required.

   (i.e. payment sent outside Canada).

II. Wire payment to a student for an account refund is handled through Student Accounts at sfaccnts@uwaterloo.ca or extension 38466.

Instructions to Payee/Beneficiary:

I. . Obtain all required information. This may require you to contact your bank.

II. . Email the completed electronic form to your department designate. He/she will submit all supporting documentation

   (i.e.: invoice, expense claim) along with this form to University of Waterloo Finance department for payment.

BENEFICIARY/PAYEE INFORMATION

NAME	
STREET [1.]	
CITY	
PROV/STATE	
COUNTRY	
EMAIL ADDRESS (to notify when wire is sent)	
PHONE NUMBER (mandatory)	

BENEFICIARY/PAYEE'S BANK INFORMATION

NAME	
STREET [1.]	
CITY	
PROV/STATE	
COUNTRY	
BANK ID CODE (BIC) [2.]	
BANK ACCOUNT #	
INTERNATIONAL BANK ACCOUNT NUMBER (IBAN) [3.]	

BENEFICIARY/PAYEE'S INTERMEDIARY BANK INFORMATION [4.]

NAME	
BANK ID CODE (BIC) [2.]	
PAYMENT AMOUNT:	
CURRENCY:	
BENEFICIARY/PAYEE INSTRUCTIONS:	

Notes:

[1.] Wire cannot be transmitted if street address is not provided. PO Box is not acceptable.

[2.] Bank identifier code is one of the following:

   - SWIFT code is most commonly used bank identifier code. It is a unique code containing 8 or 11 characters.

   - Routing transit number is a nine digit bank code used in the United States.

   - SORT code is used in by the British and and Irish banking industry and contains 3 pairs of numbers.

[3.] IBAN is an international standard for identifying bank accounts across national borders.

   It consists of alpha-2 country code, followed by two check digits and bank account number.

[4.] Used in some countries, to act as a liaison between the university's service provider and the beneficiary bank.