



International Payments Information Form

****This form must be completed and submitted to Accounts Payable each time an International Payment is requested, including payments for vendors where an invoice is available.**

Supply all information required to send electronic payment to the beneficiary. Please ensure all information is accurate. Returned or undeliverable funds will be credited back to the department less exchange differences and bank fees when incorrect information is provided. **Fields marked with a * are mandatory fields.**

The University of Victoria prefers to send payments via direct deposit (also called ACH).

*Method of Payment (choose one):	
Direct Deposit (ACH)	Wire (EFT)
Description: ACH is equivalent to direct deposit and is typically more efficient than a wire payment. It is available for home currency payments in Australia, Eurozone countries (see page 2), UK, Hong Kong, Norway, New Zealand, Singapore, USA. Where available, this is the University's preferred method of payment. See ACH requirements on page 2 below.	Description: Wire payment is available for all foreign currencies and countries that the University is able to make payments in.

Receiving fees are deducted by the recipient's bank for direct deposit or wire payments

Beneficiary Information:			
*Beneficiary name:		UVic ID:	
*Email: (for payment notification)			
*Country:			
*Address 1: (physical address, no PO box)			
Address 2:			
*City:			
*Province / state:		*Postal code:	
*Phone number:			

(Beneficiary address information is not required if it is the same as the payment requisition/invoice)

Bank information:			
*Name of bank account holder:			
*Bank account currency: (e.g. EUR, USD, HKD etc)			
*Bank country:			
*Bank name:			
*Bank account number / IBAN: (CLABE for Mexico banks)			
Swift code / BIC code: (conditionally required)			
Bank code / routing code: (e.g. ABA, BSB, Sort code, IFSC, CNAPS)			
*Bank branch address:			
*Bank city:			
*Bank province / state:		*Bank postal code:	

Guidance for completing the International Payments Information Form

Direct Deposit (ACH) Payments:

Country/Currency	Bank information required
Australia / AUD	<ul style="list-style-type: none"> Valid 6 digit BSB code Bank account must be in AUD and in Australia
Eurozone / EUR	<ul style="list-style-type: none"> Valid SWIFT/BIC code (8 to 11 digits) Valid IBAN Bank account must be in EUR and one of these countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, or United Kingdom
UK / GBP	<ul style="list-style-type: none"> Valid 6 digit BACS sort code (Search BACS sort codes here: http://www.paymentscouncil.org.uk/resources_and_publications/sort_code_checker/) 8 digit bank account number Bank account must be in GBP and in the UK
Hong Kong / HKD	<ul style="list-style-type: none"> Branch specific 6 digit Hong Kong clearing code Bank account must be in HKD and in Hong Kong
Norway / NOK	<ul style="list-style-type: none"> Valid IBAN (15 alpha numeric digits) Valid SWIFT/BIC code (8 to 11 digits) Bank account must be in NOK and in Norway
New Zealand / NZD	<ul style="list-style-type: none"> Valid 6 digit bank branch code 9 or 10 digit bank account number Bank account must be in NZD and in New Zealand
Singapore / SGD	<ul style="list-style-type: none"> 7 digit bank routing code Bank account must be in in SGD and in Singapore
USA / USD	<ul style="list-style-type: none"> 9 digit ACH ABA code (most banks have a different ABA code for ACH payments) Check your ACH ABA here: www.fedwiredirectory.frb.org/search_ACH.cfm Bank account must be in USD and in the USA Beneficiary address

Additional guidance:

Bank codes	<p>Bank codes are usually required, and typically appear on the bottom of cheques. The name of the code differs by country but the more common ones are:</p> <ul style="list-style-type: none"> US – routing number or ABA (9 digits) UK – sort code / routing code (6 digits) Australia and New Zealand – BSB code (6 digits) India – IFSC code (11 digits). Lookup IFSC codes here: http://bankifsc.com/ Hong Kong – Hong Kong clearing code (6 digits – 1st 3 identify the institution, last 3 identify the branch) Singapore – Singapore branch code (7 digits) China – CNAPS code (12 digits)
SWIFT/BIC code	Standard format of bank identifier codes to facilitate the transfer of funds between banks. The code is made up of 8 or 11 digits.
CLABE	The bank account numbering standard in Mexico is 18 digits made up of: 3 digit bank code + 3 digit branch office code + 11 digit account number + 1 control digit
IBAN	List of countries that use IBAN: www.nordea.com/Our+services/Cash+Management/Products+and+services/IBAN+countries/908462.html
Specific requirements for frequently used currencies	<ul style="list-style-type: none"> AUD – payments in AUD require the BIC/SWIFT AND the BSB code CNY – payments in Chinese Yuan require SWIFT and a 12 digit CNAPS code as well as a contact and phone number name if the beneficiary is a company. KRW – payments in South Korean Won require SWIFT, full bank branch address, beneficiary telephone number and address TWD – payments in Taiwan dollars require SWIFT, beneficiary telephone number and address