



Instructions: Use this form to provide the necessary information to establish wire transfer as a payment method, or to change previously provided information, for the Supplier identified in Section 1, below. **Note:** Wire transfers are intended to be used for international payments or payments for closings.

This page is to be completed by the **SUPPLIER** only

Complete all sections of this form. If any information is handwritten, please write legibly. Incomplete or illegible forms will not be accepted.

Section 1: Supplier Information							
Supplier name (company or individual):							
Contact name (for company):				Email:			
Phone:		Federal Employer ID (TIN/EIN) or Social Security Number (last 4 digits) (if applicable):					
Remit-to email:			Remit address:				
Country:		City:		State/Province:		Zip code:	

Section 2: Supplier Financial Information					
*Please refer to the Wire Reference Tool to determine which banking field needs to be populated.					
Country:		Name of financial institution:			
Phone Number:		Either: Bank Branch Code; Bank Sort Code; or Bank Code:			
Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		*Account #:		*IBAN # (required for Europe):	
*SWIFT / BIC code (consists of 8 or 11 characters):		Bank instructions:			
Will the payment be invoiced in U.S. Dollars or foreign currency?		<input type="checkbox"/> U.S. dollars <input type="checkbox"/> Foreign currency		If foreign currency, currency type: <input type="checkbox"/> Canadian dollar <input type="checkbox"/> Japanese yen <input type="checkbox"/> Chinese yuan <input type="checkbox"/> UK pound <input type="checkbox"/> Euro <input type="checkbox"/> Other: _____	

Section 3: Required Attachments		
To complete this request, select and attach one of the following that includes the applicable wire transfer instructions:		
All boxes must be checked next to each requirement for the selected option (A, B, or C) for this form to be accepted.		
Examples can be found attached to this form.		
<input type="checkbox"/> A. Bank statement header: a copy of the top 1/3 of the first page of the monthly bank statement. Can be either the paper or electronic statement. Must include all the following: <input type="checkbox"/> Bank name and bank logo; <input type="checkbox"/> Supplier name and bank account number; <input type="checkbox"/> Dated within previous six months; and <input type="checkbox"/> Information on attachment matches information on this form.	<input type="checkbox"/> B. Signed bank letter: a letter from the bank that includes all the following: <input type="checkbox"/> Bank name and bank logo; <input type="checkbox"/> Supplier name and bank account number; <input type="checkbox"/> Bank signature or bank stamp; <input type="checkbox"/> SWIFT/BIC code and branch code; <input type="checkbox"/> Dated within previous six months; and <input type="checkbox"/> Information on attachment matches information on this form	<input type="checkbox"/> C. Other bank document: submissions of other bank documents are subject to review. Must include all the following: <input type="checkbox"/> Bank name and bank logo; <input type="checkbox"/> Supplier name and bank account number; <input type="checkbox"/> Bank signature, bank stamp, or bank URL; <input type="checkbox"/> Standard document for that country (e.g., bank card in France, partially handwritten form in Japan); <input type="checkbox"/> Dated within previous six months; and <input type="checkbox"/> Information on attachment matches information on this form.

Section 4: Supplier Authorization			
<ul style="list-style-type: none">Account changes must be reported to Procurement (via the Yale department) thirty (30) days prior to the effective date.All wire accounts are tied to an address in our system; a form is required for each address (if needed).The entity/individual listed ("Supplier") hereby authorizes Yale Procurement to initiate credit entries to its accounts in the financial institution identified above. Additionally, this form provides Yale Procurement the authority to debit any erroneous credit or transfers to the account in the amount of the transfer.Supplier signature below confirms accuracy of the information contained herein.			
Supplier representative name (print):		Phone:	
Supplier representative signature:		Date:	

This page is to be completed by the YALE REQUESTOR after it has been returned to them by the Supplier

Section 5: Request Information			
Select one:	<input type="checkbox"/> Add <input type="checkbox"/> Update / Change <input type="checkbox"/> Inactivate	Yale department submitting request:	
Supplier name (<i>company or individual</i>):		Supplier # (<i>if existing</i>):	
Is this Supplier being used for a close of escrow?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 6: Requestor Checklist	
	Confirmed
All sections of page 1 have been filled in completely and legibly by the Supplier INCLUDING a signature, date, and phone number on the bottom. (for section 2 requirements please reference Wire Reference Tool)	<input type="checkbox"/>
The supplier has attached a Bank statement header, a signed Bank Letter, or another bank document to the form	<input type="checkbox"/>
The attached document meets the requirements listed in section 3, above	<input type="checkbox"/>
The Supplier name listed above (and on the attachment) matches the Supplier name in Workday. If the Supplier is new, the Supplier name listed above (and on the attachment) matches the Supplier's name on the W8 or W9 provided.	<input type="checkbox"/>


If any of the above boxes are not checked, the form must be sent back to the Supplier for correction.

Section 7: Yale Requestor Authorization			
<ul style="list-style-type: none"> Requestor confirms that they have filled out this form in its entirety. Requestor signature below confirms accuracy of the information obtained from the Supplier herein. 			
Yale requestor name (<i>print</i>):		Phone:	
Yale requestor signature:		Date:	

- Once all necessary information is obtained, the Yale department (**not the Supplier**) making the request should submit the completed form and all required attachments as follows:
 - For **new** Suppliers, attach all documentation to the **Create Supplier Request** in Workday; or
 - For **existing** Suppliers, attach all documentation in an **email** to supplier.change@yale.edu.

ATTACHMENT A

Banking statement Header Example

HSBC 	Your statement
The Hong Kong and Shanghai Banking Corporation	Contact tel +44 843289 7152
Current Account Statement	see reverse for call times
Account name Mr John Example	text phone +4470 0892 1248
Account number 123456890	used by deaf or speech impaired customers
Sort Code 123-456-789	www.hsbc.co.uk
ISO 3113 2 4562 00004 00506 2000015	
	Opening Balance £ 3,000,000.00
	Payments In £ 1,995,000.00
	Payments Out £ 1,895,000.00
	Closing Balance £ 3,100,000.00
	Account Type CURRENT / EUROPEAN CURRENCY
07th February 2014	International Bank Account Number
Mr John Example	123-456-789 123456890
123 Somewhere Street	HSBCGB2LXXX
London, SW1 10	
United Kingdom	

ATTACHMENT B

Signed Bank Letter Example



March 21, 2023

KEN ADAMS CORP

500 MAIN STREET
EDMONTON ALBERTA
T6E1W7

Incoming USD Wire Instructions

USD Bank Account Details – for senders sending funds in USD ONLY

Destination Bank Royal Bank of Canada
SWIFT BIC: XXXXXXXX

Intermediary Bank JP Morgan Chase Bank
New York, NY
SWIFT BIC: XXXXXXXX
ABA # XXXXXXXXX

Beneficiary KEN ADAMS CORP.
Bank #: XXX
Account: XXXXXXXXXXXX

Account held at: EDMONTON CITY CENTRE BRANCH
10200 102 AVE NW-UNIT D219 , EDMONTON , AB, T5J 4B7

Sort Code: //XXXXXXXXXX

Regina Phalange

Regina Phalange,
Associate