



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 2, below. **Note:** payments via wire transfer are for **international Suppliers** only.
- Complete all sections of this form. If any information is handwritten, please write legibly. Incomplete or illegible forms will not be accepted.
- 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.

Section 1: Request Information	
Select one:	<input type="checkbox"/> Add <input type="checkbox"/> Update / Change <input type="checkbox"/> Inactivate Yale department submitting request:

Section 2: Supplier Information	
Supplier name (company or individual):	Supplier # (if existing):
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 3: Supplier Financial Information	
Name of financial institution:	Bank branch code:
Contact name:	Email:
Country:	Street address:
City:	State/Province:
	Zip code:
Account type:	Account #:
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	IBAN # required for Europe):
SWIFT code (consists of 8 or 11 characters):	Bank instructions:
Payment currency:	If foreign currency, currency type:
<input type="checkbox"/> U.S. dollars <input type="checkbox"/> Foreign currency	<input type="checkbox"/> Canadian dollar <input type="checkbox"/> Euro <input type="checkbox"/> UK pound <input type="checkbox"/> Chinese yuan <input type="checkbox"/> Japanese yen <input type="checkbox"/> Other:

Section 4: Required Attachments	
To complete this request, select and attach one of the following that includes the applicable wire transfer instructions:	
<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: <ul style="list-style-type: none"> • Bank name and bank logo; • Supplier name and bank account number; • SWIFT code; and • Branch code or any specific country required codes (e.g., BSB in Australia, Transit code in Canada). 	<input type="checkbox"/> B. Signed bank letter: a letter from the bank that includes all the following: <ul style="list-style-type: none"> • Bank name and bank logo; • Supplier name and bank account number; • Bank signature or bank stamp; and • SWIFT code and branch code.
<input type="checkbox"/> C. Other bank document: submissions of other bank documents are subject to review. Must include all the following: <ul style="list-style-type: none"> • Bank name and bank logo; • Supplier name and bank account number; • Bank signature, bank stamp, or bank URL; and • SWIFT code and branch code; and • Standard document for that country (e.g., bank card in France, partially handwritten form in Japan). 	
Note: all documents must be dated within the previous six months. Information provided on this form must match the information on the attachment(s) provided; requests that do not match will be returned.	

Section 5: Authorization	
<ul style="list-style-type: none"> • Account changes must be reported to Yale Shared Services ("YSS") (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 YSS to initiate credit entries to its accounts in the financial institution identified above. Additionally, this form provides YSS 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:
Yale requestor name (print):	Phone:
Yale requestor signature:	Date: