



## Electronic Payment Request Form

<b>This form is to be used when requesting payments to be made by method other than cheque to an international payee</b>				
<b>Payee</b> (Required)	Surname or Company Name			First Name
	Email Address*		Preferred language of notification if other than English**	
<b>Payee Address</b> (Required)	Address- Number, Street, and Apartment # (full street address required, P.O Box # not accepted)			
	Address – line 2			
	City	Province/State/Region	Postal Code	Country
<b>Telephone number</b>				
<b>Full Bank Name</b> (Required)				
<b>Bank Address</b> (Required)	Address- Number, Street, and Apartment # (full street address required, P.O. Box # not accepted)			
	Address - line 2			
	City	Province/State/Region	Postal Code	Country
<b>Account Number</b> (Required)				
<b>Currency of Account</b> (Required)				
<b>SWIFT Code</b> (Required)				
<b>Bank/Routing Code</b>				
<b>IBAN Information</b>				
<b>Special instructions for other countries (ie: Tax Identification number, Clabe number for Mexico, purpose of payment for South Korea)</b>				

\*E-mail notification will inform the payee that payment has been initiated. The e-mail contains a link to track the payment.

\*\*E-mail notifications can be delivered in the following languages: English, German, Czech, French, Polish, Spanish, Simplified Chinese, Japanese, Greek, Hindi, Italian, Dutch, Portuguese, and Traditional Chinese.