

Windward Fund International Wire Form

For transferring funds from the United States to another country

New Add Request
Change/Update Existing Account
Inactivate Existing Account

***Indicates a required field**

Please complete the wire form below and return it to the project manager. The form must be filled in electronically and all required fields must be completed. Incomplete forms will not be processed. Handwritten forms will only be accepted with prior approval from a Windward project manager. Wire instructions provided by the beneficiary's bank may be included as supplemental documentation but should not replace this form. Wires will only be processed with a Windward wire form.

Note: The instructions for the fields are provided on page 2.

Vendor Identification	*Last 4 Characters of U.S./Foreign Tax ID No <input type="text"/>
	*Vendor Name <input type="text"/>
	*Vendor Address <input type="text"/>
	*Contact Name <input type="text"/> Contact Title <input type="text"/>
	*Email Address <input type="text"/> Phone Number <input type="text"/>
New Financial Information	*Beneficiary Name <input type="text"/>
	*Beneficiary Bank Name <input type="text"/>
	*Beneficiary Bank SWIFT/BIC Code <input type="text"/>
	*Beneficiary Account No/IBAN <input type="text"/>
	*Beneficiary Bank Address <input type="text"/>
	Additional Information <input type="text"/>
	Intermediary Bank Name <input type="text"/>
	Intermediary Bank SWIFT/BIC Code <input type="text"/>
Prior Financial Information (only required for updates)	*Beneficiary Name <input type="text"/>
	*Beneficiary Bank Name <input type="text"/>
	*Beneficiary Bank SWIFT/BIC Code <input type="text"/>
	*Beneficiary Account No/IBAN <input type="text"/>
	*Beneficiary Bank Address <input type="text"/>
	Additional Information <input type="text"/>
	Intermediary Bank Name <input type="text"/>
	Intermediary Bank SWIFT/BIC Code <input type="text"/>
Certification	<p style="text-align: center;">Conditions of this agreement:</p> <p>-I/We will be responsible for notifying Windward Fund in writing of any changes in the above particulars. Until receipt of such notifications, Windward Fund shall process all payments in accordance with the above particulars.</p> <p>-I/We warrant that the bank account details so provided are not false and comply with all applicable laws.</p> <p>-Windward Fund has the right to accept the authority of the undersigned as conclusive evidence of that persons authority to execute this agreement on behalf of the supplier. Windward Fund is under no obligation to verify the authority of the undersigned on the New Financial Information details.</p> <p>-I/We acknowledge that it is not practicable for Windward Fund to keep banking details confidential, to the extent that these will be available to Windward Fund staff in carrying out their normal duties in paying creditor accounts.</p> <p>-Windward Fund will not be responsible for any delays in the payment or errors due to factors outside the reasonable control of Windward Fund (including but not limited to delays and errors in the banking system).</p> <p>-Windward Fund reserves the right at any time to terminate or suspend this direct credit payment method and to pay by any other manner which Windward Fund may determine.</p> <p>OPTIONAL: If I/We is eligible to receive a Form 1099 I/We consent to receive it by electronic means only. A paper copy will not be provided. By marking the checkbox, and providing a handwritten, or electronic signature through an e-signature platform with time stamp/verification below, I/We authorize electronic Form 1099 release.</p> <p>Printed Name: <input type="text"/> Date: <input type="text"/></p> <p>Signature: <input type="text"/></p>

DETAILED INSTRUCTIONS

* Indicates a required field

*Check the appropriate box at the top of the form

New Add Request	Vendor would like to begin receiving payments via wire transfer
Change/Update Existing Account	Vendor's account number or SWIFT/BIC Code has changed
Inactivate Existing Account	Vendor no longer wants to receive payments via wire transfer

Vendor Identification

*Last 4 Characters of U.S./Foreign Tax ID No	Last 4 characters of the vendor's U.S. taxpayer identification number (SSN, EIN, or ITIN), foreign tax identification number, or N/A if the vendor has neither a U.S. nor foreign taxpayer identification
*Vendor Name	Name of the person or business receiving payment
*Vendor Address	The address used to register the vendor/beneficiary's bank account. Must match what's on record with beneficiary bank (No P.O. Boxes). Include the Street Address, House/Suite/Apt #/other identifying information, City, State/Province, Zip Code, and Country
*Contact Name	Name of person to be contacted regarding the data provided on this form
*Contact Title	Title of person to be contacted regarding the data provided on this form
*Email Address	Email where contact would like to receive correspondence regarding this form
*Phone Number	Phone number where contact can be reached to answer questions about this form

New Financial Information – Enter the vendor's current financial information

*Beneficiary Name	A beneficiary is usually an individual or company and is the final recipient of the wire transfer. The beneficiary should not be confused with the receiving bank, credit union, third party bank, or financial service institution. The name must be entered exactly as it appears on file with the bank and match the legal or business name provided on the vendor's tax form.
*Beneficiary Bank Name	Name of the bank where the wire recipient has an account
*Beneficiary Bank SWIFT/BIC Code	SWIFT is an international messaging service that is used to transmit payment instructions for many international interbank transactions, which can be denominated in numerous currencies. The SWIFT code is an 8 to 11 character Bank Identifier Code (BIC). When an 8-digit code is given, it refers to the primary office. First 4 characters – bank code (only letters) Next 2 characters – ISO 3166-1 alpha-2 country code (only letters) Next 2 characters – location code (letters and digits) Last 3 characters – branch code, optional ('XXX' for primary office) (letters and digits)
*Beneficiary Account No/IBAN	If the beneficiary bank is in the EU and UK, please provide the IBAN.
*Beneficiary Bank Address	Include the Street Address (No P.O. Boxes), Floor/Suite/Unit/Building No., City, State/Province, Zip Code, and Country of the beneficiary bank
Additional Information	Use this field for special instructions to the bank or additional account information, such as IRC (International Routing Code), Sort Code, CPAP Routing Number (Canada) or transit code etc. Refer to the beneficiary bank's incoming wire instructions to determine what information needs to be provided to a U.S. bank in order to receive an incoming wire in local currency. If the beneficiary bank is in Canada, please provide the Transit Code and the Institution Code. If the beneficiary bank account in Canada is affiliated with a credit union, please provide additional wire instruction provided by the beneficiary bank/credit union.
Intermediary Bank Name	Name of the Intermediary/Correspondent Bank, if provided and/or requested
Intermediary Bank SWIFT/BIC Code	Refer to Beneficiary Bank Swift Code instructions above
Intermediary Bank Address	Include the Street Address (No P.O. Boxes), Floor/Suite/Unit/Building No., City, State/Province, Zip Code, and Country of the intermediary/correspondent bank

Intermediary bank means a receiving bank other than the originator's bank or the beneficiary's bank. An intermediary bank, sometimes referred to as a **correspondent bank**, is a bank that forwards funds to the beneficiary bank. They are often used because the beneficiary bank is a small bank that doesn't handle foreign payments or exists as a foreign bank's representative and regularly performs services for it.

Prior Financial Information – This is only required if the vendor's bank account or SWIFT/BIC code has changed.

*Beneficiary Name	A beneficiary is usually an individual or company and is the final recipient of the wire transfer. The beneficiary should not be confused with the receiving bank, credit union, third party bank, or financial service institution. The name must be entered exactly as it appears on file with the bank and match the legal or dba name provided on the vendor's tax form.
*Beneficiary Bank Name	Name of the bank where the wire recipient has an account
*Beneficiary Bank SWIFT/BIC Code	SWIFT is an international messaging service that is used to transmit payment instructions for many international interbank transactions, which can be denominated in numerous currencies. The SWIFT code is an 8 to 11 character Bank Identifier Code (BIC). When an 8-digit code is given, it refers to the primary office. First 4 characters – bank code (only letters) Next 2 characters – ISO 3166-1 alpha-2 country code (only letters) Next 2 characters – location code (letters and digits) Last 3 characters – branch code, optional ('XXX' for primary office) (letters and digits)
*Beneficiary Account No/IBAN	If the beneficiary bank is in the EU and UK, please provide the IBAN.
*Beneficiary Bank Address	Include the Street Address (No P.O. Boxes), Floor/Suite/Unit/Building No., City, State/Province, Zip Code, and Country of the beneficiary bank
Additional Information	Use this field for special instructions to the bank or additional account information, such as IRC (International Routing Code), Sort Code, CPAP Routing Number (Canada) or transit code etc. Refer to the beneficiary bank's incoming wire instructions to determine what information needs to be provided to a U.S. bank in order to receive an incoming wire in local currency. If the beneficiary bank is in Canada, please provide the Transit Code and the Institution Code. If the beneficiary bank account in Canada is affiliated with a credit union, please provide additional wire instruction provided by the beneficiary bank/credit union.
Intermediary Bank Name	Name of the Intermediary/Correspondent Bank, if provided and/or requested
Intermediary Bank SWIFT/BIC Code	Refer to Beneficiary Bank Swift Code instructions above
Intermediary Bank Address	Include the Street Address (No P.O. Boxes), Floor/Suite/Unit/Building No., City, State/Province, Zip Code, and Country of the intermediary/correspondent bank

Intermediary bank means a receiving bank other than the originator's bank or the beneficiary's bank. An intermediary bank, sometimes referred to as a **correspondent bank**, is a bank that forwards funds to the beneficiary bank. They are often used because the beneficiary bank is a small bank that doesn't handle foreign payments or exists as a foreign bank's representative and regularly performs services for it.

Certification - Review all the payment agreement conditions located above the signature area. If you're a U.S. Form 1099 eligible vendor, and wish to receive your Form 1099 electronically, mark the optional checkbox, and provide a handwritten, or electronic signature through an e-signature platform with time stamp/verification to authorize electronic Form 1099 release.