



Refer to page 3 for instructions and definitions necessary for completion of this request. Please complete all mandatory fields to avoid processing delays. Mandatory fields are denoted with an asterisk "*" when a Request Type is chosen on the form.

PLEASE BE AWARE THAT PROCESSING TIME IS 5 BUSINESS DAYS.

Enter Type of Request:	
CUSTOMER INFORMATION	
Company ID:	Customer Name:
Completed By:	Date: Phone No: ext:
	MM/DD/YYYY
Template ID:	
Payment Type:	
Payment Destination:	
BENEFICIARY DETAILS	
Beneficiary Name:	City:
Street Address:	Prov/State:
Country:	Foreign Prov/State:
BENEFICIARY BANK DETAILS	
Bank Name:	City:
Street Address:	Prov/State:
Country:	Foreign Prov/State:
Bank ID:	
Beneficiary Account No:	
Payment Currency:	

CUSTOMER INFORMATION

Company ID:

Template ID:

INSTRUCTIONS

For Beneficiary:

For TD Bank:

Reason for Payment:

To be completed by Branch

Branch Contact Name

Branch Phone Number

Transit Number

Branch Signature

Date (MM/DD/YYYY)

TD will reject any fixed template received if it does not contain all of the information required by TD. Notwithstanding the foregoing, if TD is able to populate/correct the fixed template with sufficient information in order for it to be accepted, TD may, but is not obligated to do so. You authorize TD to populate/correct the fields identified below without notice to you:

- The Payment Type field if it has been incorrectly populated and the Payment Type should be a Payment to Beneficiary or a Payment to Bank
- The Payment Destination field if Payment Destination should be to a Non TD account or another TD Account, determined based on the Beneficiary Bank Details
- The Bank ID field, if the Bank ID field is invalid or incomplete based on the Beneficiary Bank Details;

Authorized Signing Authority(s) of Company

Signature of Signing Authority

Signature of Signing Authority

Name

Name

INSTRUCTIONS FOR COMPLETING THE WIRE PAYMENTS FIXED TEMPLATE REQUEST FORM:

1. Before you submit this form you must already be established as a Fixed Template customer. For more information contact your Branch.
2. Select from the following options from the dropdown box to enter the type of request for the Fixed Template:
 - 'Add' if a new template needs to be added,
 - 'Change' if changes are required for an existing template,
 - 'Delete' if an existing template needs to be deleted.
3. Print and sign the completed Fixed Template Form and fax pages 1 and 2 to your TD branch contact. Requests cannot be processed without both pages.
4. Please be aware that processing time is 5 business days. These instructions will be held at TD and only these templates will be accepted for Wire Payment Processing.
5. Please follow the guidelines in the table below to complete your request and complete all mandatory fields. If mandatory fields are not completed, the request will be returned for completion which will result in processing delays. Mandatory fields are listed in the table below and are denoted by an asterisk "*" on pages 1 and 2 of the form when a request type is selected. Enter the wire payment instructions within the field character length available for each field. The character length provided is based on global industry standards. Additional tips are available below and this form contains logic that will display error messages and/or reminders when completing the form. Be sure to use the CLEAR button found on the form to begin each new Fixed Template Request. Use the PRINT button found on the form to ensure all mandatory fields have been completed before printing.

NOTE: Utilizing the guidelines here will assist with processing of your request, but does not guarantee that it will not be returned for clarifications or corrections that will delay processing time.

Field Name	Mandatory/ Optional	All Payment Destinations
Customer Information		
Company ID	M	Enter 5 digit Company ID [this is your Web Business Banking (WBB) ID #. It can be located on the WBB Profile (Administration> View Company Profile)]
Customer Name	M	Enter Name of Company
Completed By	M	Enter Company Contact Name
Date	M	Enter Date form was completed (MM/DD/YYYY)
Phone Number/Ext.	M	Enter Company Contact Telephone Number
Authorized Signing Authority (s) of the Company	M	Name (s) and Signature (s) of the Authorized Signing Authority (s) of the Company
Template ID	M	Enter the Template Identifier that you will use to select and identify the specific fixed template in WBB Wire Payment Service
Payment Type	M	Choose from drop down list - <ul style="list-style-type: none"> ▪ Payment to Bank - the beneficiary is a bank ▪ Payment to Beneficiary - the beneficiary is an individual or company
Payment Destination	M	Choose from drop down list - <ul style="list-style-type: none"> ▪ TD Deposit Account - CAD or USD - payments destined for a TD Branch ▪ Other TD Account - payments destined for Global Operations Services Department ▪ Non TD Account - Other Bank - all payments destined for a bank other than TD
Beneficiary Details		
Beneficiary Name	M	Enter Beneficiary (Person or Company) Name Note: The Beneficiary name should be written in full for all payments. If the beneficiary name exceeds the 35 character limit, please continue with the beneficiary name in the Instructions for Beneficiary Field
Street Address	M	Enter Beneficiary Street Address
Country	M	Choose from drop down list
City	M	Enter Beneficiary City
Prov./State	M	If Canada or US is Country chosen then choose Prov./State from drop down list
Foreign Prov./State	O	If Country other than Canada or US is chosen then enter Foreign Prov./State. Up to 11 characters of a foreign province/state may be entered.

Field Name	Mandatory/ Optional	All Payment Destinations		
		TD Deposit Account	Other TD Account	Non-TD Account - Other Bank
Beneficiary Bank Details				
Bank Name	M	TD CANADA TRUST	TD CANADA TRUST	Enter Bank name where beneficiary account is held
Street Address	O	Enter Branch address of bank	same	same
Country	M	CANADA	CANADA	Choose from drop down list
Bank ID	M	Enter the Canadian Clearing Code or CC Code for TD Bank Format: CC0004XXXXXX Details: First 4 digits represents the Bank Number and the last 5 digits represent the branch transit number	TDOMCATTOR	For Payments destined to Canada enter a Canadian Clearing Code or CC code Format: CCXXXXXXXXXX Details: CC (9 digit CC Code)
				For USD Payments destined to U.S. a Fed ABA number or Fedwire routing # is required Format: FWXXXXXXXXXX Details: FW (9 digit ABA number)
				For all other currency payments destined to the U.S.: Enter a SWIFT/BIC Code - 11 characters
				For Payments destined to the United Kingdom, Jersey C.I, Guernsey, C.I., Isle of Man or Gibraltar enter a 6 digit Sort Code. Format: SCXXXXXX Details: SC (6 digit SC Code)
				For all other Foreign Destinations: Enter SWIFT/BIC Code - 8 or 11 characters
Beneficiary Account Number Note: In general, Beneficiary Account Numbers should not include spaces or dashes	M	Enter 11 digit account (4 digit transit and 7 digit account number) -- no spaces	Enter 13 digit account - no spaces	Enter Account Number or International Bank Account Number (IBAN) - is provided by Beneficiary) Note: do NOT include the letters I B A N in the field. See Table 2 on page 6 for countries that require an IBAN If Beneficiary Bank is in Mexico - include 18 digit CLABE number (for Payment to Beneficiary only)
Payment Currency	M	Choose CAD or USD only	Choose from drop down list	Choose from drop down list
City	M	Enter Beneficiary Bank City	same	same
Prov./State	M/O	If Canada or US is Country chosen then choose Prov./State from drop down list	same	same
Foreign Prov./State	O	N/A	N/A	If Country other than Canada or US is chosen then up to 11 characters of the Foreign Prov./State may be entered

Field Name	Mandatory/ Optional	All Payment Destinations
Instruction Details:		
Instructions for Beneficiary	M/O	Enter any instructions or reference for the Beneficiary.
Instructions for TD Bank	O	Do not use this field unless specifically instructed to do so by TD Bank
Reason for Payment	M/O	Mandatory - Include Reason for Payment for countries that require a reason - for Payment to Beneficiary only - see Table 1 on page 6

Reference

Table 1: List of Countries that require a reason for payment in the Reason for Payment Field

Country	Country Code	Country	Country Code
ARUBA	AW	NICARAGUA	NI
BERMUDA	BM	PAKISTAN	PK
BOLIVIA, PLURINATIONAL STATE OF	BO	POLAND	PL
CONGO THE DEMOCRATIC	CD	RUSSIAN FEDERATION	RU
EGYPT	EG	RWANDA	RW
GEORGIA	GE	SAUDI ARABIA	SA
GUINEA	GN	SERBIA	RS
HUNGARY	HU	SIERRA LEONE	SL
INDIA	IN	SINGAPORE	SG
INDONESIA	ID	SOUTH AFRICA	ZA
IRAN	IR	SRI LANKA	LK
ISRAEL	IL	SYRIAN ARAB REPUBLIC	SY
JORDAN	JO	TAIWAN, PROVINCE OF CHINA	TW
LIBERIA	LR	THAILAND	TH
MADAGASCAR	MG	TRINIDAD AND TOBAGO	TT
MALAYSIA	MY	TURKMENISTAN	TM
MAURITIUS	MU	U.A.E.	AE
MONGOLIA	MN	UKRAINE	UA
NEPAL	NP		

Table 2: List of Countries where IBAN (International Bank Account Number) is required - Enter IBAN in the Beneficiary Account Number Field (Note: do NOT include the letters I B A N in the field).

Country	Country Code	Country	Country Code
ALBANIA	AL	LATVIA	LV
ANDORRA	AD	LEBANON	LB
AUSTRIA	AT	LIECHTENSTEIN	LI
BAHRAIN	BH	LITHUANIA	LT
BELGIUM	BE	LUXEMBOURG	LU
BOSNIA HERZEGOVINA	BA	MACEDONIA	MK
BULGARIA	BG	MADAGASCAR	MG
COSTA RICA	CR	MALTA	MT
CROATIA	HR	MAURITANIA	MR
CYPRUS	CY	MAURITIUS	MU
CZECH REPUBLIC	CZ	MONACO	MC
DENMARK	DK	MONTENEGRO	ME
DOMINICAN REPUBLIC	DO	NETHERLANDS	NL
ESTONIA	EE	NORWAY	NO
FINLAND	FI	POLAND	PL
FRANCE	FR	PORTUGAL	PT
GEORGIA	GE	ROMANIA	RO
GEORGIA	GE	SAN MARINO	SM
GERMANY	DE	SAUDI ARABIA	SA
GIBRALTAR	GI	SERBIA	RS
GREECE	GR	SLOVAK REPUBLIC	SK
GREENLAND	GL	SLOVENIA	SI
GUINEA	GN	SPAIN	ES
HUNGARY	HU	SWEDEN	SE
ICELAND	IS	SWITZERLAND	CH
IRELAND	IE	TUNISIA	TN
ISRAEL	IL	TURKEY	TR
ITALY	IT	UNITED ARAB EMIRATES	AE
KAZAKHSTAN	KZ	UNITED KINGDOM	GB
KUWAIT	KW		