

**Authorization for Wire Transfer (International)** <sup>1,2</sup>

PRINT legibly, please do **NOT** use script/cursive



Wire Password: \_\_\_\_\_  
(NOT your online or personal password. This is specifically for transactions with the Credit Union)

Account: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Full Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

U.S. Dollar Amount: \$ \_\_\_\_\_ -OR- Foreign Currency Amount: \_\_\_\_\_  
 Convert to Foreign Currency Foreign Currency Type: \_\_\_\_\_

Note that when purchasing a foreign currency, an IBAN number is **REQUIRED**. Rates of exchange fluctuate constantly, as such, please be aware that if you require a quote, it is not guaranteed and subject to change until the time of purchase. Not all currencies are available for purchase. All rates given and quoted are retail value.

**All of the above information is REQUIRED.**

Effective August 1, 2009, all international wires now require a bank SWIFT and full beneficiary address. Wires submitted without a SWIFT or beneficiary address will not be processed *even if the wire had been processed prior to August 1 without this required information.*

**A valid IBAN is required on any wire going to a country in the European Union.** IBANs will have anywhere from 15 to 30 digits, depending on the country. A valid 18 digit CLABE is required on any wire going to Mexico.

A Sort Code, Canadian Transit Number, CLABE or other identifier should be included in the "Reference" section. (III)

Please indicate from where the funds are to be drawn:

Checking  Savings  Money Market

**I. Receiving Institution Information** (\*indicates a required field – PRINT LEGIBLY, NO script/cursive)

(check) Note that if any required fields are left blank, filled out insufficiently, or any part of this form is altered, **your request will not be sent.**

\* FULL Institution Name (No Abbreviation): \_\_\_\_\_

\* FULL Institution Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* SWIFT Code: \_\_\_\_\_ IBAN Number: \_\_\_\_\_  
(A swift code is REQUIRED for ALL Transactions) (An IBAN is REQUIRED for ALL Transfers to a country in the European Union and Currency Purchase)

**II. Final Beneficiary Information** (The person or company that is to receive the funds)

\*FULL Name: \_\_\_\_\_

\*FULL Physical Address: \_\_\_\_\_  
(Address associated with the account number below) \_\_\_\_\_  
\_\_\_\_\_

\*Account Number: \_\_\_\_\_

**III. Reference** (Use this line for any further information you feel is necessary; i.e. "loan payment" or "rent for the month of..." etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> PLEASE NOTE THE WIRING FEE FOR A DOMESTIC WIRE TRANSFER IS \$15.00 AND THE FEE FOR AN INTERNATIONAL TRANSFER IS \$45.00

Additionally, please note that your wire is subject to fees from other institutions during the transfer; BP Federal Credit Union is not responsible for these extra charges.

<sup>2</sup> INTERNATIONAL WIRES MAY TAKE ANYWHERE FROM 3 TO 15 BUSINESS DAYS TO PROCESS FROM THE TIME THEY ARE SENT.

YOU MUST IDENTIFY THE PAYEE OR ANY FINANCIAL INSTITUTION BY NAME AND BY ACCOUNT NUMBER. THE CREDIT UNION MAY RELY ON THE ACCOUNT OR OTHER IDENTIFYING NUMBER FOR PROPER IDENTIFICATION, EVEN IF IT IDENTIFIES A DIFFERENT PARTY OR INSTITUTION. IF THE WIRE TRANSFER IS CLEARED THROUGH THE FEDERAL RESERVE, THE TRANSACTION IS GOVERNED BY REGULATION J.

Please be cautious when sending funds, domestically or internationally - particularly in regard to anything purchased over the internet via craigslist, eBay, or similar network in which the seller is anonymous, as the risk of fraud is significantly higher.

I AUTHORIZE THE CREDIT UNION TO TRANSFER FUNDS AS DESCRIBED HEREIN AND DEBIT MY ACCOUNT IN THE AMOUNT TRANSFERRED, PLUS APPLICABLE CHARGES.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Office Use Only: OFAC CHECK NON-MEMBER PARTY: PASS  YES or  NO CHEX SYSTEM #: \_\_\_\_\_