

# INTERNATIONAL WIRE TRANSFER REQUEST FORM — INSTRUCTIONS

FIGFCU offers international wire services. Your completed and accurate wire form with any attachments must be received by **11:30 AM PST**. Requests received after the deadline will be processed the following business day. International Wire request is subject to additional review and may experience delays.

The information below will guide you on how to complete the International Wire Transfer Form.

- Date to be sent**  
Actual date when the wire will be sent.
- Member Number**  
Provide your member number.

## Section 1: Sender/ Account Holder Information On File

- Account Number** — Actual account number (not member number) where the funds will be withdrawn from. Please note that we cannot process a wire from a Money Market, Online or Premium Trust Account
- Account Type must be checked** — Select Checking or Savings
- Member Name** — Member or Joint Owner requesting the wire transfer
- Member Address** — Full address of the member
- Best Contact Phone Number**
- Email (if confirmation needed)** — Email address

## Section 2: Wire Amount

- Amount** — Write the amount of the wire using numbers. Please do not include the fee.

**Note:** The maximum amount for international wire transfer is \$25,000.00.

- Written amount** — Write the amount using words, e.g., five thousand sixty

## Section 3: Receiving Financial Institution Information

- International Financial Institution Name** — The name of the Foreign Financial Institution receiving the funds.
- Address** — Street number and street name of the Foreign Financial Institution
- City/State/Zip** — City, State, Zip of the Foreign Financial Institution
- Country** — Country of the Foreign Financial Institution
- SWIFT** — SWIFT Code of the Foreign Financial Institution
- Additional Information** — additional details required by the receiving Foreign Financial Institution can be indicated in this field.

## Section 4: Intermediary Bank Information

Use this section only if the Foreign Financial Institution is using a Correspondent Bank located in the US to process and transmit the international wire. This Financial Institution has a direct relationship with the foreign bank. The funds will be transmitted to this Financial Institution and they will handle the processing of wire transfer to the foreign bank.

- Financial Institution Name** — The Financial Institution receiving the funds locally
- Routing Number** — The nine digit routing number of the domestic Financial Institution
- Account Number** — Enter the number provided by the correspondent bank. This field can be left blank if no information was disclosed by the receiving Financial Institution.
- Address** — The Beneficiary Financial Institution's address.

## INTERNATIONAL WIRE TRANSFER REQUEST FORM



<b>Date to be sent:</b>	<b>1</b>	<b>Member Number</b>	<b>2</b>
<small><b>Note:</b> All information is required. It is highly recommended to obtain wiring instructions from the receiving financial institution for the beneficiary (recipient) of the wire. Incorrect information can result in delays in wire processing and/or loss of funds. International Wire request is subject to additional review and may experience delays. Wire cannot be processed from a Money Market, Online, Premium Trust or Club Accounts. FIGFCU is not liable for any losses suffered due to incorrect information provided. <b>Your completed and accurate wire form with any attachments must be received by 11:30 AM PST.</b> Requests received after the deadline will be processed the following business day. Funds are generally received at the other financial institution within four to eight business days and may experience additional delays due to the processing time of the beneficiary financial institution. A service charge will be assessed - See Schedule of Fees. Additional fees may be deducted from your wire as a passthrough by other institutions upon posting final credit, and that the Credit Union shall not be liable for such charges.</small>			
<b>1. SENDER/ACCOUNT HOLDER INFORMATION ON FILE</b>			
Account Number:	<b>3</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> GL (Internal Use Only)	<b>4</b>
Member Name:	<b>5</b>		
Member Address:	<b>6</b>		
Best Contact Number:	<b>7</b>	Email (if confirmation needed):	<b>8</b>
<b>2. WIRE AMOUNT</b>			
USD Amount:	<b>9</b>	Written Amount:	<b>10</b>
	(Numbers Only)		(Letters Only)
<b>3. RECEIVING INTERNATIONAL FINANCIAL INSTITUTION INFORMATION</b>			
International Financial Institution Name:	<b>11</b>		
Address:	<b>12</b>		
City/State/Zip:	<b>13</b>		
Country:	<b>14</b>	SWIFT:	<b>15</b>
Additional Information:	<b>16</b>		
<b>4. INTERMEDIARY BANK INFORMATION (Complete only if using a US correspondent or middle bank)</b>			
Financial Institution Name:	<b>17</b>		
Routing Number:	<b>18</b>	Account Number (if available):	<b>19</b>
Address:	<b>20</b>		
<b>5. RECEIVER'S INFORMATION (BENEFICIARY)</b>			
Name:	<b>21</b>		
Account Number/IBAN/CLABE:	<b>22</b>		
Address:	<b>23</b>		
City/State/Zip:	<b>24</b>	Country:	<b>25</b>
Contact Name:	<b>26</b>	Contact Number:	<b>27</b>
<b>6. MISCELLANEOUS/REFERENCE INFORMATION</b>			
	<b>28</b>		
<b>7. PURPOSE OF WIRE</b>			
	<b>29</b>		
<small>Please attach wiring instructions for Title or Escrow Wires. Wet signature or stylus signature is required. Pre-defined DocuSign signature will not be accepted. A legible copy of a valid photo ID is required for all wire transfers. A callback will be performed on wire requests received via fax, mail, email or phone. By signing below, I certify that the information provided is correct and I agree with the terms set forth.</small>			
<b>Member's Signature</b>	<b>30</b>	<b>Date:</b>	<b>31</b>

## Section 5: Receiver's Information (Beneficiary)

The fields below are mandatory and required to be completed. Please do not leave any field blank.

- Name** — Person or Company who owns the account receiving the funds
- Account Number** — The Recipient's Account Number/ International Bank Account Number/ CLABE
- 23–25. Address, City/State/Zip, Country** — Recipient's full address is required
- 26-27 Contact Name and Contact Number** — Usually the receiver's name and the phone number

**Note: If the Receiver of the wire is a Title/ Escrow Company, member must provide a copy of the wiring instructions from the Title/ Escrow Company.**

## Section 6: Miscellaneous/ Reference Information

- This box is used to provide further information that will be sent to the receiving institution or beneficiary of the wire. Information such as escrow number, escrow officer's name, a further account number, or a reference for a loan (e.g. "pay off car loan").**

## Section 7: Purpose of Wire

- Member is required to enter information on this field as a Bank Secrecy Act requirement.**

## Section 8: Member's Signature and Date

- Member's Signature** — Member sending the wire must sign the form. Please note that wet signature or stylus signature is required. Pre-defined DocuSign signatures will not be accepted.
- Date** — Write the date when the form was signed

Review all the information on the form for accuracy. Once completed, please send the form to FIGFCU's Wire Processing Team at [msc@figfcu.org](mailto:msc@figfcu.org) or fax it to 323.209.6739.

For additional information or questions, please contact us at 323.209.6254.