



# INTERNATIONAL WIRE TRANSFER FORM

PAHO/WHO FCU IS AUTHORIZED TO EXECUTE THE FOLLOWING WIRE TRANSFER:

To ensure legibility and accuracy, complete the form online before printing. All fields must be completed. Incorrect information may delay the process of a wire transfer.

## MEMBER INFORMATION

PAHO/WHO FCU Member Name: \_\_\_\_\_  
Member Address: \_\_\_\_\_  
Member Account Number: \_\_\_\_\_ Member Tel. Number: \_\_\_\_\_  
Amount \$: \_\_\_\_\_ Purpose of Wire: \_\_\_\_\_

## BENEFICIARY INFORMATION

Beneficiary Name: \_\_\_\_\_  
Beneficiary Address: \_\_\_\_\_  
Beneficiary Phone No.: \_\_\_\_\_  
Beneficiary Account No.(International Bank Account No./ Clabe for Mexico): \_\_\_\_\_

## BENEFICIARY BANK INFORMATION

Bank Name: \_\_\_\_\_ SWIFT CODE/BIC: \_\_\_\_\_  
Beneficiary Bank Address: \_\_\_\_\_  
Bank Code /Agency No/Transit No: \_\_\_\_\_

## CORRESPONDENT / INTERMEDIARY BANK INFORMATION

Bank Name: \_\_\_\_\_ SWIFT CODE/BIC: \_\_\_\_\_  
Correspondent / Intermediary Bank Address: \_\_\_\_\_

**SPECIAL INSTRUCTIONS (IF APPLICABLE):** \_\_\_\_\_

## MEMBER AGREEMENT AND SIGNATURE

I understand and agree that any incoming or outgoing wire, domestic or foreign, will be checked/screened against the current OFAC (Office of Foreign Asset Control) lists to ascertain if we are sending or receiving funds to or from an individual, company, organization or country on the list of blocked entities. Certain transactions may be blocked, funds rejected and reported as required by applicable law.

1. Wire request received after 1:30pm may not be processed until the following business day
2. Delays may occur for receipt and processing of wire transfer requests. The CU will make every effort to resolve issues in a timely manner.
3. Member authorizes PAHO/WHO FCU to debit his/her account for the amount of the wire transfer, the wire fee and any expenses incurred in connection with the execution of this request. There may be other fees associated with the transfer of foreign currencies.
4. Member agrees that the information provided above is correct and complete. The Credit Union will not refund fees or be responsible for any delays caused by inaccurate or incomplete data provided by the member. There may be other fees associated with and charged by the Receiving Bank.
5. No guarantee can be made by the PAHO/WHO FCU that the receiving bank will receive and/or act upon this wire transfer in a timely manner. Action on special instructions cannot be guaranteed.
6. Member agrees that beneficiary information will be requested.
7. Your verification and acceptance is mandatory and must be received no later than 3:00pm EST on the same day the request is made, or your request may not be fulfilled as requested.

Member Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## FOR CREDIT UNION USE ONLY

Process Initiated By: _____	Signature Verified By: _____	Inputted By: _____	Transmitted By: _____
Date: _____	Call Back Number Used: _____	Terms Accepted By Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Verified with Member By: _____	OFAC Verified By: _____ <input type="checkbox"/> Passed <input type="checkbox"/> Failed	Method of Acceptance: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Other	
Fee Amount: \$ _____		Time Accepted: _____	Reference #: _____



## OUTGOING INTERNATIONAL WIRE TRANSFER INSTRUCTIONS

To insure legibility and accuracy, **complete this form online before printing.**

You may use the tab key to move from field to field.

**Caution:** Incorrect information will delay the process of a wire transfer.

To ensure smooth and timely processing of your international wire transfer, please have all of the following information completed on the Outgoing International Wire Transfer Request form when placing a wire request:

### Your Member Information

- Name
- Email Address
- Address
- Account Number
- Phone Number (listed on your PAHO/WHO FCU account) including the best phone # to reach you on the same day the request is made
- Wire Amount \$
- Purpose of wire (required) - reason for funds transfer

### Beneficiary Information (person or entity receiving wire)

- Beneficiary Name - the name of the individual receiving the wire
- Beneficiary Contact Info (Address/Tel.):
- Beneficiary Account No. : (IBAN), Clabe: Mexico) The International Bank Account Number (IBAN) is an international standard for identifying bank accounts across national borders.

### Beneficiary Bank Information

- Bank Name
- Swift Code/BIC
- Beneficiary Bank Address
- Bank Code /Agency No/Transit No:

### Correspondent/Intermediary Bank Information

- Correspondent /Intermediary Bank Name
- Correspondent/Intermediary Bank Swift Code or Routing Code
- Correspondent/Intermediary Bank Address

**Special Instructions (If Applicable)** - enter a brief explanation of intention of transmittal and reference any information to be included in the request. Any additional information should be placed in this field

**\*All wire transfers to European countries will require an account number that is called an IBAN (International Bank Account Number). All wire transfers to Mexico will require an account number called a CLABE (Clave BancariaEstandarizada - Standardized Bank Code).**

### PLEASE NOTE:

1. If you are unable to provide the information requested, PAHO/WHO FCU will not be able to complete your wire transfer request.
2. If we are unable to contact you via the information provided on the Wire Transfer Request form, your wire will be delayed.

Please follow the steps below to complete your international wire transfer requests beginning October 28, 2013:

1. Complete and submit the PAHO/WHO FCU international wire transfer request form
2. After your request has been received by the credit union, a credit union staff member will contact you to verify your request
3. A disclosure with specific information about your transaction will be provided to you via email, or other suitable method.  
**\* Please be sure to update your contact information including email addresses and telephone numbers.**
4. You must confirm your acceptance or denial of the terms stated in the disclosure either by email, fax or telephone.
5. After your acceptance has been received your international wire transfer request will be submitted for processing.

**\*\*Your verification and acceptance is mandatory and must be received no later than 2:00PM EST (Washington, DC) on the same day the request is made, or your request will not be fulfilled as requested.**