



OUTGOING INTERNATIONAL WIRE TRANSFER CHECKLIST

This checklist is for informational purposes only and does not represent an actual Wire Transfer Request order. You may choose to complete this checklist in an effort to gather all necessary information to successfully originate an International wire at your nearest Georgia's Own Credit Union branch. This is not an official form. An official form/print receipt will be produced for review and signature approval at the branch location you choose.

Due to regulatory and disclosure requirements, international wire requests must be completed in person and cannot be accepted after the **3:00 p.m. daily processing time cutoff** for the next business day.

1) International Wire Currency Selection:

Currency: USD FX If FX (Foreign Currency), list desired currency: _____

Calculation only if FX box is checked and currency is listed above: (If USD checked, skip to section 2)

- a. **FX** - The debit will be the calculated USD Equivalent and the FX amount sent will be the amount listed in the field below.
- OR**
- b. **USD Equivalent** - The debit will be the amount listed in the field below and the FX amount sent will be the calculation.

2) Wire Origination Instructions:

Amount: \$ _____

Account #: _____

Name: _____ Purpose of Wire: _____

Address: _____

Contact #s: Mobile: _____ Home: _____ Work: _____

- **3) Do you request wires to this same beneficiary frequently?** - YES NO, this is a singular occurrence.
- **4) Would you like to receive an email when this and other wires are completed on this same account?** - YES NO
(If yes, we will set up a notification profile to the email address on file for the account facilitating the wire request)

5) Receiving FI will default to our preferred processor, Convera unless you provide another FI.

Enter your receiving FI only if using another FI as provided by the beneficiary instead of Western Union:

FI Name: _____ FI Number: _____ (ABA Routing)

Address: _____

6) Beneficiary FI Information: (The international FI used by the beneficiary)

FI Name: _____ FI Number: _____ (SWIFT, BIC, Etc.)

Address: _____

7) Beneficiary Information: (Person or business name on account where funds are being deposited)

Name: _____ Country: _____

Account #: _____ (IBAN, CLABE, Transit Code, Etc.)

Address: _____

8) Optional Special Instructions: (Originator to Beneficiary instruction or communication to the beneficiary +)

+ This OPTIONAL line may include special instructions you have been given by the beneficiary to identify your wire that your account is properly updated. Examples may include your utility bill account number, your closing mortgage file number, your property address, a reference number to your personal loan for payoffs, etc.