

**HANSCOM FEDERAL CREDIT UNION**  
**INTERNATIONAL WIRE TRANSFER FORM**

Members/Joint Owners are to complete boxes 1 through 4 only.

(Box 1) Date \_\_\_\_\_ Member Account # \_\_\_\_\_  Savings  Checking  Money Market  Other \_\_\_\_\_  
Member Name \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Daytime Telephone # \_\_\_\_\_  
Email Address (Mandatory) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Member Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

(Box 2) You may select one of three ways to transfer funds. US Dollars to Foreign Currency – The debit from your account will be made in US \$ and converted to the appropriate foreign currency specified on this wire form prior to being sent to the beneficiary bank. Foreign Currency to Foreign Currency – This method should be used when a specific amount of foreign currency needs to be received at the beneficiary bank. The US \$ equivalent of the currency amount will be debited from your account. US Dollars to US Dollars – The full amount of the wire will be sent in US \$ and debited from your account. If the account in the foreign country is *not* specifically designated to receive US \$, the foreign bank will convert the funds into the foreign country's domestic currency upon arrival, using its own exchange rate, and applicable transaction fees. This may also delay the proper and timely crediting of funds. If unsure, contact the beneficiary to get specific instructions from the foreign bank where the account is held.

There is a mandatory "not-to-exceed" dollar limit in sending an International Wire – HFCU will not send an International Wire that exceeds the US Dollar Value of \$50,000.00.

Rolling 30-day period – US Dollar Value of \$50,000.00 – this is the maximum dollar amount permitted for a 30-day period.

There is also a mandatory requirement by HFCU that for each International Wire sent, a copy of a valid US Drivers' License or Passport MUST be included with each International Wire form. Place a check mark next to your selection – please select only one of the check boxes below. Please initial the form once you have made your selection.

US Dollars to Foreign Currency  Foreign Currency to Foreign Currency  US Dollars to US Dollars Initials: \_\_\_\_\_

Transaction Amount \_\_\_\_\_ HFCU wire charge: \$50.00 Foreign Currency Type: \_\_\_\_\_  
(only needed if one of the Foreign Currency options is selected above)

If this is a "US Dollars to US Dollars" transaction, please provide the Correspondent Bank information below:

Correspondent Bank: \_\_\_\_\_ ABA #/SWIFT Code: \_\_\_\_\_  
(If left blank, the Correspondent Bank will be assigned by the transaction processor)

(Box 3) Please print clearly **Beneficiary Information**

Beneficiary's Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ State/Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ \* Bank/Sort Code: \_\_\_\_\_ Swift Number: \_\_\_\_\_  
\* Bank code is required for GBP wires (Great Britain/United Kingdom). \* 5-digit Sort Code is required for wires going to Kenya.

Beneficiary Name: \_\_\_\_\_  
Beneficiary Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

\*\* Beneficiary Account Number/IBAN: \_\_\_\_\_  
\*\* A valid IBAN is required for all wires going to Europe. \*\* An 18-digit CLABE # is required for all wires going to Mexico.

\*\*\* Reason/Reference for Payment: \_\_\_\_\_ \*\*\* Beneficiary Phone #: \_\_\_\_\_  
\*\*\* All wires (arriving in foreign currency) to Thailand, South Korea, China and Indonesia must include a reason for payment, and a phone number for the beneficiary.

(Box 4) I understand that Hanscom Federal Credit Union (HFCU) is acting strictly as an agent and will act only on the instructions that I have provided. In the event that the information provided is incomplete or incorrect, I release HFCU from any liability that may result. The payee or any Financial Institution (FI) may be identified by name, account number, or ABA #. HFCU (and other institutions) may rely on the account or other identifying number as the proper identification, even if it identifies a different party or institution. Regulation J governs a wire transfer cleared through the Federal Reserve. I authorize HFCU to transfer funds as described herein and debit my account in the amount transferred, plus applicable charges. I understand that should I request a wire by fax or secure email, the wire will be verified by a call-back from a Credit Union employee to me using a telephone number currently on file at HFCU. This call-back may require me to send a secure email verifying the authenticity of the fax request.

A Pre-Payment Disclosure MUST be handed, verbally stated, securely emailed, or faxed to you for review and approval prior to the wire being sent. After documented approval by you is received, the wire will be sent and a Receipt Disclosure will be handed, securely emailed, or faxed to you for your records.

★ Member/Joint Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Verifying Information to be completed by HFCU Employee – Entire section must be completed

Print Employee Name completing form \_\_\_\_\_ Operator # \_\_\_\_\_ Extension # \_\_\_\_\_ Branch Office \_\_\_\_\_  
Employee Signature completing form \_\_\_\_\_  
Verification of Member – Type of ID \_\_\_\_\_ ID # \_\_\_\_\_ Expiration Date of ID \_\_\_\_/\_\_\_\_/\_\_\_\_  
Member Signature was Verified by Employee Name \_\_\_\_\_ Date verified \_\_\_\_/\_\_\_\_/\_\_\_\_ Time verified \_\_\_\_\_  
Employee Signature processing Call-back \_\_\_\_\_  
➔ Secure Email or Fax?  Yes  No If Yes, has member been reached for verification?  Yes  No Date verified \_\_\_\_/\_\_\_\_/\_\_\_\_ Time verified \_\_\_\_\_  
For Branch or Call Center – Secondary Verification for completeness of form – Employee Signature *other* than above \_\_\_\_\_

Information for Outgoing Wire to be completed by Operations Team Member \*\*\* (OFAC Verified by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_) \*\*\*

Prepayment Disclosure:  Handed  Verbal  Secure Email  Faxed Receipt Disclosure:  Handed  Secure Email  Faxed  Permission to Mail by Member  
Was wire cancelled by member within 30 minutes of making payment?  Yes  No  
Initiated by \_\_\_\_\_ Approved by \_\_\_\_\_ EW Funds Withdrawn by \_\_\_\_\_ EW Funds Verified by \_\_\_\_\_