



DATE: _____

TIME: _____

INTERNATIONAL BUSINESS WIRE REQUEST FORM

STEP 1: DETERMINE CURRENCY TYPE

WHAT IS THE COUNTRY OF THE BENEFICIARY BANK: _____

IS THE COUNTRY LISTED ON THE PREFERRED CURRENCY LIST? **YES**
(see complete list of preferred currency on back of booklet) **NO**

WHAT TYPE OF ACCOUNT DOES THE BENEFICIARY HAVE AT THE FOREIGN BANK? **Foreign Currency Account**
US Currency Account

IF THE BENEFICIARY HAS A FOREIGN CURRENCY ACCOUNT, IS IT OK TO PROCESS IN FOREIGN CURRENCY?*

YES (If yes, what currency type? _____)

NO

***NOTICE:** If the beneficiary has a foreign currency account or if the beneficiary bank is located in a preferred local currency country and the beneficiary has a foreign currency account, the wires should be processed in the local currency of the country.
Benefits of processing in foreign currency:

- Better exchange rate
- Reduced or no conversion fees charged by foreign bank
- Faster processing
- Beneficiary receives more money in local currency

IMPORTANT NOTE: Verify the beneficiary account type for either US dollar account or foreign currency account. If the account type is foreign currency then the wire should be processed in the local currency of the country. In many instances US dollar wires are sent to foreign currency accounts at foreign financial institutions when a foreign currency international wire would be more appropriate.

Fixed Amount (enter value for one type only):

Foreign Currency _____
PLEASE ALSO WRITE OUT AMOUNT

US Dollar _____
PLEASE ALSO WRITE OUT AMOUNT

REQUEST METHOD: **Fax** **In Person**

SOURCE OF FUNDS: **Existing** **New Deposit**

How are they coming in? **Wire In** **ACH In** **Check** **Cash**

IF WIRE IS RECEIVED AFTER 2:00PM, THEY WILL BE SENT NEXT BUSINESS DAY.

YOUR WIRE WILL NOT BE PROCESSED IF YOU UPDATE YOUR CONTACT INFORMATION ON THE SAME DAY AS YOUR WIRE REQUEST.

FOR OFFICE USE ONLY

Date: _____ Member Name: _____ Member Number: _____ Authorization Verified: _____

Currency Type: _____ Rate Quote: _____ Converted Amount: _____

Took in by: _____ Fee: _____ Date: _____

OFAC ran by: _____ Money & Fee taken by: _____

Who called back if over \$5k: _____ Inputed to Alloya by: _____

Approved by: _____ Date approved: _____

BUSINESS NAME:		
ACCOUNT NUMBER:	PHONE NUMBER (MUST MATCH NUMBER ON FILE):	
STREET ADDRESS (MUST MATCH ADDRESS ON FILE):		ADDRESS (2nd LINE OPTIONAL):
CITY:	STATE:	ZIP:
COUNTRY:	EMAIL ADDRESS:	
PURPOSE OF WIRE:		

BENEFICIARY

NAME (FIRST, MIDDLE, LAST):		DATE OF BIRTH:
OR BUSINESS NAME:		
ACCOUNT NUMBER:	PHONE NUMBER (MUST MATCH NUMBER ON FILE):	
STREET ADDRESS (MUST MATCH ADDRESS ON FILE):		ADDRESS (2nd LINE OPTIONAL):
CITY:	STATE/PROVINCE:	POSTAL CODE:
COUNTRY:	EMAIL ADDRESS:	
INSTRUCTIONS:		

BENEFICIARY BANK

NAME:		
SWIFT/BIC CODE:	NATIONAL ID:	
STREET ADDRESS (MUST MATCH ADDRESS ON FILE):		
CITY:	STATE/PROVINCE:	POSTAL CODE:
COUNTRY:	PHONE NUMBER:	
BRANCH:		

Important Information Concerning International Wire Transfers

By signing below, you authorize us to transfer funds as described above and debit your account for the amount transferred, plus any applicable fees and charges. You authorize us to deduct the international wire transfer fee from your credit union account indicated above. For updated fees, please refer to our fee schedule.

Fees for wire transfers are disclosed in the Rate and Fee Schedule. Other Financial Institutions involved in the wire transfer may impose additional fees.

Ocean Financial Federal Credit Union may fail to act or delay acting on a wire transfer without any liability due to legal constraint, your negligence, lack of funds, interruption of communications facilities, equipment failure, war, emergency conditions or other circumstances beyond our control. OFFCU may also fail to send or delay a transfer without any liability if sending the wire transfer would violate any guideline, rule or regulation of any government authority.

OFFCU is not liable for consequential, special or exemplary damages or losses of any kind.

If member asks OFFCU to cancel or amend the transfer, OFFCU may make a reasonable effort to act on your request. OFFCU is not liable to you if for any reason this transfer is not amended or canceled. You agree to reimburse OFFCU for any costs, losses, or damages OFFCU incurs in connection with your request to amend or cancel the transfer.

If wire transfer is canceled: OFFCU does not have to refund your money until OFFCU determines that the beneficiary has not received the money and the money is returned to OFFCU. If OFFCU returns your money, the refund may not be equal to the amount of the original wire transfer. For example, the amounts may be different because of a charge other Financial Institutions may impose to return the wire transfer.

Cut off times for processing wire transfers. International wire transfers received prior to 2:00 pm will be transmitted on the same business day. Wire transfers received after the cut off time will be transmitted the next business day. Wire transfer business days will include all normal business day of OFFCU.

The address and phone number on file with OFFCU must match the information on your wire transfer.

You must accurately identify beneficiaries of your wire transfer. When you give OFFCU the name and account number of a beneficiary, OFFCU and other Financial Institutions may process the wire transfer based on the account number alone, even though the number may identify a person other than the beneficiary named. When you give OFFCU the name and identifying number of a Financial Institution, OFFCU and other Financial Institutions may process the wire transfer based on the Financial Institutions identifying number alone, even though the number may identify a Financial Institution other than the Financial Institution named. In these cases, you are still obligated to pay OFFCU the amount of the wire transfer.

Fed wire is the funds transfer system of the U.S. Federal Reserve Bank. OFFCU and Financial Institutions involved may use Fed wire to make the wire transfer. If Fed wire carries any part of the wire transfer, Regulation J of the U.S. Federal Reserve Board governs your rights and obligations regarding the wire transfer.

When a member requests a wire transfer, the security procedure involves use of identification methods that may involve photo identification, signature verification of original signature and/or call back procedure by OFFCU.

By requesting a wire transfer, you authorize OFFCU to debit your account to pay for this transfer. OFFCU will notify you about the wire transfer on your statement. You must send OFFCU written notice, including a statement of relevant facts, within 60 calendar days after you receive the first member statement on which any unauthorized or erroneous debit to your account, or any other discrepancy between your records and ours OFFCU. If you fail to notify OFFCU within this 60-day period, OFFCU is not liable, or obligated to compensate you, for any loss of interest of interest equivalent because of an unauthorized or erroneous debit.

Member Signature

Date

PREFERRED CURRENCY LIST

The countries listed below typically do not have US Dollar accounts within their financial institutions. When sending wires to these countries it is recommended to send the local currency unless you are certain the beneficiary account is a US Dollar account at the foreign financial institution.

- Austria- Euro
- Belgium- Euro
- Cyprus- Euro
- Germany- Euro
- Denmark-Danish Kroner
- Spain- Euro
- Finland- Euro
- France- Euro
- Greece- Euro
- Ireland- Euro
- Italy- Euro
- Luxembourg- Euro
- Malta- Euro
- Netherlands- Euro
- Portugal- Euro
- Slovakia- Euro
- United Kingdom- British Pound
- Norway- Norwegian Kroner
- Sweden- Swedish Kronor
- Mayotte- Euro

Not all countries have a sophisticated banking system. For example, it is recommended to send US Dollars to places such as China, India, South Korea, Philippines, Eastern Europe, and even Mexico. The local bank will then transfer the funds into local currency. In some countries, like China, the bank may issue a draft and send payment through the mail.

