



International Wire Checklist

Use this form to request DCU wire funds from one of your DCU accounts to another person or business when their account is at a financial institution NOT in the United States. If the wire is going through a financial institution first, please fill out the Domestic Wire Secured Form on PC Branch.

To speed the processing of your application, please follow these steps:

1. Complete the International Wire Form in its entirety and sign it. **Incomplete or unsigned applications will delay processing of your request.** Please see instructions on properly filling out the form below
2. Bring this form to any DCU Branch or fax the form to 508-983-6382. Another easy method for submitting this request is to select Secured Forms within PC Branch.

Filling out the Form

Section 1- Credit Union Member Information

Please complete this section including your name, member number, account suffix (i.e. S5), and contact telephone numbers. For security purposes, we can only call phone numbers that appear on our system.

Section 2- Currency

Indicate the type and amount of currency to be sent to the foreign bank. **REQUIRED**

Section 3- Beneficiary Information

- Beneficiary's Bank Name: List the name of the bank where the beneficiary account is located. **REQUIRED**
- Bank Address: List the address of the bank where the beneficiary account is held. Please be as specific as possible. Include the street name and/or number, city/town, state, country and ZIP code if applicable. **REQUIRED**
- Bank/Sort Code: This is also known as the Branch Code. This number is used to identify the bank or branch where the beneficiary account is held. Each country has a different name for these codes. EX: The US calls them routing numbers, England calls them Sort Codes, and Australia calls them BSB codes. **REQUIRED**
- Swift Code: (Society for Worldwide Interbank Financial Telecommunications): This code helps the SWIFT computer system direct the funds to the correct bank and branch. Not all banks are members of the "Swift" network and therefore may not have this code. DCU does not have a Swift Code. **REQUIRED IF APPLICABLE**
- Beneficiary Name: This must be the full name listed on the beneficiary's account at the foreign bank. The name listed as the beneficiary must be the same as the name on the account. **REQUIRED**
- Beneficiary Email: The beneficiary will receive an email from Travelex once the transaction has been processed.
- Beneficiary Address: This information is required by many different countries. Please see the "Special Country Requirements".

- Beneficiary Account #/IBAN (International Bank Account Number): List the account number or IBAN as required by the foreign country. In Europe, IBANs are used to identify the account and are comprised of the country code, bank code, branch code and account number. REQUIRED
- Reason/Reference for Payment: This section can be used to include a note to the beneficiary, such as an invoice number, etc. Please note, some country require a purpose. Please see the "Special Country Requirements".
- Correspondent Bank: If you do not have this information, or a preference, leave this field blank and Travelex will assign the Correspondent Bank for you.

Special Country Requirements

- Australia requires a BSB Code
- Canada requires a Bank Transit Number and the Beneficiary's Address
- China Requires a purpose
- Costa Rica requires a Beneficiary I.D. number
- Kenya requires a 5 digit branch or sort code
- Jamaica requires a Sort Code and Branch Address
- Korea requires a contact name, the contact's phone number and purpose for the wire.
- Wires to India in INR (Indian Rupee) requires a purpose, citizenship status (with expiration date), the beneficiary's address and an IFSC number (Indian Financial Systems Code – Branch Code)
- Mexico requires an 18 digit CLABE (Account Number)
- Wires sent to Morocco in foreign currency, Moroccan Dirham, require a purpose
- Wires sent to Indonesia in foreign currency, Indonesian Rupiah, require a purpose
- All wires going to India Require an IFSC (Indian Financial Systems Code- Branch Code)"
- All wires sent in foreign currency require a Bank Code"

Exchange rates will be set by Travelex Commercial Foreign Exchange

What You Can Expect

1. You will be charged an application fee
 - Sent in Foreign Currency- \$40
 - Sent in US Currency- \$50
2. If your wire is received in the Electronic Services Center by 12:00 p.m. Eastern Time, it will be processed the same day.
3. If additional information is needed to complete the verification process a DCU Representative will contact you using the information we have on file. If we are unable to reach you, there will be a delay in the processing of your wire. After 5 business days, your wire request will be voided.

Important Information

The date of deposit in the beneficiary's account is not guaranteed by DCU/Eascorp/Travelex and may take up to 4-6 weeks. A fee is charged by DCU to members, depending on type of currency sent (see **What You Can Expect** for details). Additional fees may be charged by corresponding banks, which may cause the final amount to be less than the original amount sent. The form must be completed. DCU will not accept any verbal authorizations for International Wires.



INTERNATIONAL WIRE FORM

Fax: 508-983-6382

Another easy method for submitting this request is to select Secured Forms within PC Branch

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I have read and acknowledge that the information entered on this form is accurate, including the account numbers and bank's name and that this request does not violate any provisions of United States law as it applies to wire transfers. **By continuing with this wire transfer request I acknowledge and agree that the exchange rate will be set by Travelex Commercial Foreign Exchange, the largest non-bank provider of foreign exchange in the world.** The exchange rates are set by Travelex based on volume. The larger the transfer amount, the more favorable the rate. I cannot hold DCU/EasCorp or Travelex liable for any incorrect information provided by me.

NOTE: Please see special country requirements

Credit Union Member Information

Member Name: _____

Residential Address _____

W-phone: _____ H-Phone: _____ Email: _____

Please Note: A DCU Representative may contact you to verify. If we are unable to reach you, it may delay the processing of your wire.

Member #: _____ Share #: _____

Member's Signature: _____ Date: _____
(* I have read and understood the above statements)

Currency:

You may select one of three ways to transfer funds. If you select **US Dollars to Foreign Currency**, the debit is made in US Dollars and exchanged to the appropriate foreign currency by Travelex, before funds are transferred. If you select **Foreign Currency**, a designated amount of foreign currency is transferred and the US Dollar equivalent is withdrawn from your account in accordance with Travelex's current exchange rate. If you select **US Dollars**, the debit and transfer is made in **US Dollars** and exchanged to the appropriate foreign currency by the receiving institution, unless the beneficiary's account is specifically designated to receive US Dollars.

Place a check mark next to your selection- please select only one of the check boxes below:

- US Dollars to Foreign Currency Foreign Currency US Dollars

* Please see requirements for wires being sent in INR

Transaction Amount: _____ Foreign Currency Type: _____
(Only needed if one of the Foreign Currency options is selected above)

Beneficiary Information

PLEASE PRINT CLEARLY

Beneficiary's Bank Name: _____

Bank Address: _____

City/Town: _____ Province: _____ State/Country: _____

Postal Code: _____ Bank/Sort Code: _____ Swift Code: _____

Beneficiary Name: _____

Beneficiary Email: _____

Beneficiary Address: _____ City/State/Zip: _____

Beneficiary Acct #/IBAN: _____

Reason/Reference for Payment: _____

Correspondent Bank: _____

Branch Use Only Request Received By: _____ Branch# _____ Request Approved by: _____ Branch# _____

ID Verified: Photo ID: _____ Other: _____

ESC Use Only OFAC: _____ FM60: _____ MW60: _____ Bene: _____ Remitter: _____

Contact Method: _____ Passed Verid: _____ Signature (if required): _____

Other Verification: _____

Funds W/D from account: _____ Input by: _____ Verified by: _____

Supervisor Approval (if needed) _____