Servus Credit Union is required by law to gather specific information for international wire transfers.

**To send an international wire, please complete the checklist below, in full, and bring it to your nearest Servus Credit Union branch.** Please complete ALL fields on the form.

* Information in **RED** is mandatory. We will not be able to complete your request if this information is missing.
* All other fields are reasonable efforts, meaning if you're unable to provide any of the remaining information, indicate why you're unable to provide it. Please do not leave any field blank.

## About the beneficiary:

|  |  |
| --- | --- |
| Required Information | Please complete |
| **Beneficiary’s full legal name – Personal (first, middle, last)** |  |
| **Beneficiary's full legal name - Business** |  |
| **Beneficiary’s physical address (no P.O. Boxes)** |  |
| **Beneficiary's city/town/village** |  |
| **Beneficiary's province/state/territory** |  |
| **Beneficiary's postal code/zip code** |  |
| **Beneficiary's country** |  |
| Beneficiary’s email address |  |
| Beneficiary’s telephone number |  |
| Beneficiary’s principal business or their occupation |  |
| Beneficiary’s employer |  |
| Beneficiary’s date of birth (dd-mmm-yyyy) |  |
| **Beneficiary’s account number** |  |
| **Reason for transfer** |  |
| Tax ID and Beneficiary type (when sending to Mexico) |  |
| If the Beneficiary is a company, names of up to three individuals who are authorized to act with respect to the beneficiary account |  |
| If the Beneficiary is a company, its registration or incorporation number, jurisdiction and country of issue of that number |  |

## About the beneficiary bank:

|  |  |
| --- | --- |
| Required Information | Please complete |
| **Beneficiary’s Financial Institution name** |  |
| **Financial Institution address and one of the following:**   * **ABA/Routing Number (*USA*), SWIFT Code can also be provided if available, or** * **BIC/SWIFT Code or Sort Code (8-11 characters) as well as**    + ***IBAN (United Kingdom, European Union & United Arab Emirates)***   + ***Clabe (Mexico)***   **Specific countries may have further requirements\* to send the wire.**  **\* Servus Branch can provide details of specific country requirements** |  |

## About the intermediary bank:

*The receiving bank will provide this information to your wire recipient/beneficiary where currency being sent is foreign to the receiving country.*

|  |  |
| --- | --- |
| Required Information | Please complete |
| **Full name of Intermediary bank/financial institution** |  |
| **Full address, including City & Country** |  |

## About you (the sender):

|  |  |
| --- | --- |
| Required Information | Please complete |
| **Sender’s full legal name – Personal (first, middle, last)** |  |
| **Sender's full legal name - Business** |  |
| **Sender’s physical address (no P.O. Boxes)** |  |
| **Sender's city/town/village** |  |
| **Sender's province/state/territory** |  |
| **Sender's postal code/zip code** |  |
| **Sender's country** |  |
| Sender’s occupation (if personal) |  |
| Sender’s employer |  |
| Sender’s nature of business (if corporate) |  |
| Sender’s date of birth |  |
| Sender’s country of residence |  |
| Sender’s email address |  |
| Sender’s telephone number |  |

About the requestor (if it is different than the sender):

If the individual or entity who is requesting the wire is different than the sender, then we must capture the information for that individual. This will be the person who either contacts Servus Credit Union via phone, fax or email, or the person who attends the branch to complete the wire.

|  |  |
| --- | --- |
| Required Information | Please complete |
| **Requestor's first name** |  |
| Requestor's middle name |  |
| **Requestor's last name** |  |
| **Requestor's full legal address (No P.O. Boxes)** |  |
| **Requestor's city/town/village** |  |
| **Requestor's state/province/territory** |  |
| **Requestor's country** |  |
| Requestor's email address |  |
| Requestor's birth date (dd-mmm-yyyy) |  |
| Requestor's occupation |  |
| Requestor's employer |  |
| Requestor's phone number |  |
| **Requestor's account number (if a member)** |  |
| Requestor's identification type |  |
| Requestor's identification number |  |
| Jurisdiction and country of issue of requestor's identification |  |

### Is this wire being sent or received on behalf of a Third Party? (Please check yes or no)

YES

NO

"Are you acting on your own behalf, or on someone else's instructions?"

"Were you told to conduct this transaction by someone other than yourself?"

**If you selected Yes, please complete the applicable fields below with information on the third party. If no, leave this section blank.**

## About the third party (if it is a person):

|  |  |
| --- | --- |
| Required Information | Please complete |
| Third Party's first name |  |
| Third Party's middle name |  |
| Third Party's last name |  |
| Third Party's full physical address |  |
| Third Party's city/town/village |  |
| Third Party's state/province/territory |  |
| Third Party's postal code/zip code |  |
| Third Party's country |  |
| Third Party's occupation |  |
| Third Party's employer |  |
| Third Party's date of birth (dd-mm-yyyy) |  |
| Third Party's identification type |  |
| Third Party's identification number |  |
| Jurisdiction and country of issue of third party's identification |  |
| Relationship to sender and/or beneficiary |  |

## About the third party (if it is an entity)

|  |  |
| --- | --- |
| Required Information | Please complete |
| Third Party full legal name |  |
| Third Party full physical address |  |
| Third Party's city/town/village |  |
| Third Party's state/province/territory |  |
| Third Party's postal code/zip code |  |
| Third Party's country |  |
| Third Party's nature of principal business |  |
| Names of up to three individuals who are authorized to act with respect to the beneficiary account |  |
| Registration or incorporation number, jurisdiction and country of issue of that number |  |
| Relationship to sender and/or beneficiary |  |