



Wire Transfer Form | INTERNATIONAL

Member's Full Name: \_\_\_\_\_

Member's Account #: \_\_\_\_\_ Account Suffix: \_\_\_\_\_

Daytime Phone #: ( \_\_\_\_ \_\_\_\_ ) - \_\_\_\_ \_\_\_\_ -- \_\_\_\_ \_\_\_\_ \_\_\_\_ (Must verify before completing form).

Street Address: \_\_\_\_\_

City | State | Zip: \_\_\_\_\_

**Receiving Financial Institution Wire Instructions:**

Amount to be sent (US Dollars only): \$ \_\_\_\_\_

BIC/Swift Code #: \_\_\_\_\_ (8 to 11 letters long)

Name of Financial Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City | Country: \_\_\_\_\_

**Respondent: (i.e. Company Name, Escrow or Title Company, or any Middleman)**

*Respondent not required if funds are going directly to a person (Skip section and go to Final)*

Respondent's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City | Country: \_\_\_\_\_

Respondent's Account #: \_\_\_\_\_

**Final Credit, Recipient:**

Recipient's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City | Country: \_\_\_\_\_

Recipient's Account #: \_\_\_\_\_ Type: \_\_\_\_\_

\*\*International Bank Account Number | IBAN: \_\_\_\_\_

RE: \_\_\_\_\_

\*\*IBAN required for European Union Countries. Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Netherlands, Norway, Poland, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and United Kingdom.

All addresses must be on wire. Please make sure we have a current phone number that you can be reached at in case we need more information. Please print clearly and make sure we can read all information. Hard-to-read and incomplete wire transfer forms can cause a delay in your wire transfer.

**Unlike Credit Cards and PayPal, wire transfers cannot be recalled or charged-back. Please know your Recipient.**

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**IMPORTANT: READ CAREFULLY BEFORE SIGNING AUTHORIZATION**

You authorize us, Burbank Community Federal Credit Union, to transfer funds electronically to another Financial Institution as shown on the Outgoing Wire Transfer order. Our charges for the funds transfer are disclosed in our schedule of fees. Financial Institution(s) involved in the funds transfer may impose additional charges. You agree to pay both our charges and those of the Financial Institution(s) involved.

We may fail to act or delay acting on a transfer order without any liability because of legal constraint, your negligence, and interruption of communication facilities, equipment failure, wear, emergency conditions, or other circumstances beyond our control. We may also fail to send or delay a transfer without any liability if sending the order would violate any guideline, rule or regulation of any government authority. You agree that you have no rights against us for such actions. You agree that we are not liable for consequential, special or exemplary damages or losses of any kind.

You have no right to cancel or amend this transfer order. If you ask us to cancel or amend it, we will make a reasonable effort to act on your request. However, you agree not to hold us liable if for any reason this transfer order is not amended or canceled. You agree to reimburse us for any costs, losses, or damages we incur in connection with your request to amend or cancel the transfer order.

If we try to cancel this funds transfer, we will not refund your money until we determine that the beneficiary has not received the money and the money is returned to us. If we return your money, the refund may not be equal to the amount of the original transfer order, after charges by the Financial Institution(s) and Burbank Community FCU.

For transfer orders received prior to 12:00 AM noon, funds will be transmitted the same business day whenever possible. If you give us the transfer order after that time, we may treat the transfer order as if we received it on our next business day, meaning all business days of Burbank Community Federal Credit Union.

You must provide accurate and complete information on your transfer order. If you give us the name and account number of a beneficiary, the Financial Institution(s) and we may process the transfer order based on the account number alone, even though the number may identify a person other than the beneficiary named. If you give us the name and identifying number of a Financial Institution, we and the Financial Institution may process the payment order based on the Financial Institution’s 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 us the amount of the transfer order.

Fedwire is the funds transfer system of the U.S. Federal Reserve Bank. The Financial Institution(s) involved or we may use Fedwire to make the funds transfer. If Fedwire carries any part of the funds transfer, your rights and obligations regarding the funds transfer are governed by regulation J of the U.S. Federal Reserve Board.

When a member issues a transfer order, the security procedure involves use of identification methods that may involve, photo identification, signature verification of original signature, and/or call back procedure by Burbank Community Federal Credit Union.

Any request that the Credit Union trace a wire that did not arrive within 10 business days at the receiving Financial Institution will be charged a fee disclosed in our schedule of fees.

You authorize Burbank Community Federal Credit Union to debit your account to pay for this funds transfer. We will notify you about the transfer by listing it on your statement. You must send us written notice, including a statement of relevant facts, within 14 calendar days after you receive the first account statement on which any unauthorized or erroneous debit to your account, or any other discrepancy between your records and ours appear. If you fail to notify us within this 14-day period, you agree that we are not liable, or obligated to compensate you, for any loss of interest or interest or equivalent because of an unauthorized or erroneous debit.

\_\_\_\_\_  
Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Member’s Name