



# Foreign Wire Transfer Authorization Form Guide

## (Foreign Financial Institution)

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*NOTE: Review the financial institutions incoming wire instructions for further clarification*

### **Member Information**

Member requesting outgoing wire to another financial institution.

### **Account/Member Number**

Your account at Empeople Credit Union found in Digital Banking under the Prime/Regular Share or Checking Share from which you are transferring.

### **Share ID**

2-digit identifier without the S or the L found in your Digital Banking under the share from which you are transferring.

*Note: Wires must be completed from a share account. If using funds from a loan (for example, a HELOC) advance the funds to a share first.*

### **Amount of Wire**

- US to US Dollars: Select this option for a set US dollar amount to be transferred and remain in US dollars.
- Fixed US Dollars to Foreign: Select this option for a set US dollar amount to be converted to foreign currency.
- US Dollars to Fixed Foreign Currency: Select this option for a set foreign currency amount. We will calculate the USD conversion for you.
- Foreign Currency Type: Foreign currency type being requested.

### **Beneficiary**

The individual or business who owns the account of where the funds are being sent. The following information is required for the beneficiary: account number, full mailing address, and the name of the individual or business who is receiving the funds.

### **Account/IBAN Number**

International Bank Account Number identifies an individual account, at a specific financial institution, in a particular country to process financial transactions between institutions in different countries.



## **Beneficiary Bank**

The financial institution who owns the account where you are sending the funds. The following information is required for the beneficiary bank: bank name, Swift/BIC Code, National ID Code (if known and would be provided by the financial institution receiving the funds), bank address.

## **Swift/BIC Code**

An 8–11-character code that identifies the financial institutions country, city, bank, and branch. Review the incoming wire instructions for the financial institution receiving the funds.

## **Special Instructions**

Purpose of Wire/Further Instructions: Specific explanation of what the funds are being used for. Some items that may need to be included: File Numbers, ATTN to individual, address of a new property, VIN, transfer for XXX, payment for XXX, etc.

**For any questions, please contact us at [service@empeople.com](mailto:service@empeople.com) or (800) 338-6739.**