

Outgoing International Wires - Member Checklist

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 in **BLACK** 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 (if it is a person):

Required Information	Please complete
Beneficiary's first name	
Beneficiary's middle name	
Beneficiary's last name	
Beneficiary's alias if applicable	
Beneficiary's date of birth	
Beneficiary's physical address (no P.O. boxes)	
Beneficiary's city/town/village	
Beneficiary's state/province/territory	
Beneficiary's country	
Beneficiary's email address	
Beneficiary's telephone number	
Beneficiary's occupation	
Beneficiary's employer	
Beneficiary's date of birth (dd-mmm-yyyy)	
Beneficiary's account number	
Reason for transfer	
Beneficiary's identification type	
Beneficiary's identification number	
Jurisdiction and country of issue of beneficiary identification	

Tax ID and Beneficiary type (when sending to Mexico)

About the beneficiary (if it is an entity):

Required Information	Please complete
Beneficiary's full legal name	
Beneficiary's physical address (no P.O. boxes)	
Beneficiary's city/town/village	
Beneficiary's state/province/territory	
Beneficiary's country	
Beneficiary's email address	
Beneficiary's telephone number	
Beneficiary'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	

About the beneficiary bank:

Required Information	Please complete
Beneficiary's Financial Institution name	
Financial Institution address and one of the following: <ul style="list-style-type: none">• 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<ul style="list-style-type: none">○ 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 when 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) if a person:

Required Information	Please complete
Sender's first name	
Sender's middle name	
Sender's last name	
Sender's alias if applicable	
Sender's date of birth (dd-mmm-yyyy)	
Sender's physical address (No P.O. Boxes)	
Sender's city/town/village	
Sender's state/province/territory	
Sender's country	
Sender's occupation	
Sender's employer	
Sender's email address	
Sender's telephone number	
Sender's identification type	
Sender's identification number	
Jurisdiction and country of issue of sender identification	



Sender's account number	
Source of funds	

About you (the sender) if an entity:

Required Information	Please complete
Sender's full legal name	
Sender's physical address (No P.O. Boxes)	
Sender's city/town/village	
Sender's state/province/territory	
Sender's country	
Sender's nature of principal business	
Names of up to three individuals who are authorized to act with respect to the account	
Sender's account number	
Source of funds	
Registration or incorporation number, jurisdiction and country of issue of that number	

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

If the individual who is requesting initiation of 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 alias if applicable	
Requestor's physical address (No P.O. Boxes)	
Requestor's city/town/village	
Requestor's state/province/territory	
Requestor's country	



Requestor's email address	
Requestor's date of birth (dd-mmm-yyyy)	
Requestor's occupation	
Requestor's employer	
Requestor's telephone number	
Requestor's account number (if a member)	
Source of funds	
Requestor's identification type	
Requestor's identification number	
Jurisdiction and country of issue of requestor's identification	
Relationship to sender	

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

If the requestor of the wire is the President, CEO or Board of Directors, then they can act as the entity and not an individual. If the requestor is the same as the sender check the box below and leave this section blank.

Entity Requestor is the same as the sender

Required Information	Please complete
Requestor's full legal name	
Requestor's physical address (No P.O. Boxes)	
Requestor's city/town/village	
Requestor's state/province/territory	
Requestor's country	
Requestor's nature of primary business	
Requestor's phone number	
Requestor's account number (if a member)	
Source of funds	
Registration or incorporation number, jurisdiction and country of issue of that number	
Names of up to three individuals who are authorized to act with respect to the account (signing authorities)	



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 alias is applicable	
Third Party's physical address (No P.O. boxes)	
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	

