



**GEORGETOWN UNIVERSITY**  
**ALUMNI AND STUDENT**  
**FEDERAL CREDIT UNION**  
www.guasfcu.com

3700 O Street, NW  
Washington, DC 20057  
(202) 687-3898 - Phone  
(202) 338-7635 - Fax  
help@guasfcu.com

## WIRE OUT REQUEST

Use this form to request an outgoing wire transfer from your Credit Union account. For international wires, please see the appropriate section below. Most wires will be processed on the day they are received by the Credit Union, but may be processed as late as the following business day. There is a \$20.00 charge for domestic wires and \$30.00 for an international wire. To insure prompt processing of your request, please insure that all information in completed correctly. **Wire Requests by Fax:** For your protection, all outgoing wire requests received by fax are subject to the Credit Union's security procedure. Before originating your wire, you will be contacted by phone to verify the request.

### MEMBER INFORMATION

#### Credit Union Account Information

**Account Number:**

    

**Checking**  **Savings**

**Phone Number:**

*(For Security Procedure Call Back)*

     -    

**Name:**

**E-Mail:**

### OUTGOING WIRE REQUEST

All information in this section is required. Incomplete information will result in a delay in sending your wire.

#### Destination Bank Information

Complete this information for domestic wire transfers. For international transfers, please see the section below.

**Routing (ABA) Number:**

    -     - 

**Destination Bank Name:**

**Destination Bank City and State:**

**Destination Bank Phone Number:**

     -    

#### Beneficiary Accountholder Information

Complete this information for both domestic and international wire transfers.

**Beneficiary Account Number:**

              

**Beneficiary Name:**

**Beneficiary Address:**

*(Required)*

**Beneficiary City, State, Zip, and Country:**

*(Required)*

#### Amount

Enter the amount in US Dollars. For international wires in foreign currency, please see the international section.

\$   ,    .   /USD

#### Optional Information

**For Further Credit To:**

**Additional Notes:**

### Disclosure and Agreement

I hereby request and authorize that the wire described above be sent using funds from the account indicated above. I further certify and agree that the above authorizations and appointments will remain in effect until GUASFCU receives actual written notice of any changes thereof. I understand that all fax wire request are subject to GUASFCU's call back security procedure. All items are accepted subject to Credit Union rules, regulations, and bylaws and are subject to final verification.

**Signature**

**Date**

# ADDITIONAL INFORMATION FOR INTERNATIONAL WIRES

International wires may be sent through a correspondent bank and are subject to additional requirements. Please complete the information in this section as accurately as possible to insure prompt delivery of your wire. Be advised that while GUASFCU will originate your wire within one business day of receiving your request, international wires may take additional time to reach the intended country and beneficiary. The additional delivery time is dependant on the banking system in the destination country and is typically less than 7-10 days.

For international wires, please complete the following information and return it along with the appropriate sections on the previous page.

International Wire Information	
<p><b>Receiving Bank Identification</b> There are several numbers associated with international transfers – UID/CHIPS and BIC/SWIFT. Completing this information will allow for the fastest delivery of your wire transfer. If you do not know either of these numbers, please enter the information you have in the “Bank Code” box. We must rely on the information provided by you on this form to complete your request. As such, we encourage you to locate the CHIPS or SWIFT number prior to completing your wire request.</p> <p><b>Bank BIC/SWIFT Code:</b> (Example: CRESCHZZ10A)  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>Bank UID/CHIPS Number:</b> (Example: 396582)  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>“Bank Code”:</b> <i>If you do not have a SWIFT or CHIPS number, enter whatever information you have regarding the receiving bank identification.</i>  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p><b>Bank Name:</b>  <input style="width: 100%;" type="text"/></p> <p><b>Bank Phone Number:</b> (including country code, if available)  <input style="width: 100%;" type="text"/></p> <p><b>Bank Address:</b>  <input style="width: 100%;" type="text"/></p> <p><b>Bank City:</b>  <input style="width: 100%;" type="text"/></p> <p><b>Bank Country:</b>  <input style="width: 100%;" type="text"/></p>	<p><b>Amount:</b> Your wire can be originated in US Dollars or in foreign currency. Wires delivered in foreign currency will typically be credited faster than those sent in US Dollars.</p> <p>If you choose to send your wire in foreign currency, your account will be charged for the spot exchange rate quoted to GUASFCU at the time the wire is processed. Exchange rates cannot be quoted to you in advance, although you can approximate the rate based on current spot exchange rates as published in the Wall Street Journal or other sources.</p> <p><i>Please indicate the amount below.</i>  <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> <b>The above amount is in US Dollars.</b> <i>Exchange the above amount to foreign currency first and send the wire in foreign currency.</i></p> <p><input type="checkbox"/> <b>The above amount is in US Dollars.</b> <i>Send the wire in US Dollars.</i></p> <p><input type="checkbox"/> <b>The above amount is in foreign currency.</b> <i>Send the wire in foreign currency.</i></p> <p><b>Currency:</b>  <input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 20px;">For exchange rate approximations, visit  <a href="http://finance.yahoo.com">http://finance.yahoo.com</a> - International Currency</p>

Disclosure and Agreement	
<p>I hereby certify that the information provided above as an addendum to the outgoing wire request described on page one of the GUASFCU “Wire Out Request” form is correct and accurate to the best of my knowledge.</p>	
<p><b>Signature</b></p> <input style="width: 100%; height: 40px;" type="text"/>	<p><b>Date</b></p> <input style="width: 100%; height: 20px;" type="text"/>

**For Internal Use Only:**

Spot Rate (Foreign per USD): \_\_\_\_\_

USD Equivalent: \_\_\_\_\_