



Outgoing wire transfer request – OUTSIDE CANADA

Notes:

- Outgoing wires are best sent in the beneficiary country’s currency. This minimizes any currency risks, provides certainty of the amount being sent, and allows the transfer to be processed quickly.
- Inaccurate or missing information may cause the wire to be delayed, returned, or assessed additional fees.

| Part 1 – Sender Information | | |
|-----------------------------|-----------------------------|-------------------------------|
| Member First Name | Member Last Name | |
| Account Number | Wire Transfer Amount | Wire Transfer Currency |

| Part 2 – Beneficiary Information | | | |
|---|--|----------------|--------------------------|
| Beneficiary Name (enter exactly as shown on beneficiary’s account) | | | |
| Apt. / Unit Number | Street Address (physical address) | | |
| City / Town | Province / State | Country | Postal / ZIP Code |

| Part 3 – Beneficiary Bank / Financial Institution Information | | | |
|---|------------------------------|---|--------------------------|
| Beneficiary Bank / Financial Institution Name | | | |
| Branch Apt. / Unit Number | Branch Street Address | | |
| City / Town | Province / State | Country | Postal / ZIP Code |
| Routing Code / SWIFT Code / BIC | | Beneficiary Bank Account Number (BNF / IBAN / CLABE) | |

Purpose of the wire transfer (please feel free to attach any supporting information/details)

| Correspondent / Intermediary Bank Information (if applicable) | | | |
|---|------------------------------|---|--------------------|
| Correspondent / Intermediary Bank Name | | | |
| Branch Apt. / Unit Number | Branch Street Address | | |
| City / Town | Province | Country | Postal Code |
| Routing Code / SWIFT Code / BIC | | Correspondent / Intermediary Bank Account Number | |

By signing below, I certify all information is true and correct to the best of my knowledge.

| Part 4 – Signed Confirmation | |
|--|-------------|
| Member Signature | Date Signed |
| Joint Member Signature (if applicable) | Date Signed |

| VPCU Staff Verification – for internal use only | |
|---|-----------------|
| EMAIL Requests attached VPCU Staff Phone verification <input type="checkbox"/> yes, I can confirm that I called and spoke to the member directly. <i>NOTE: The member may phone in to confirm, please let them know we will process the request. After the request has been processed, please use the phone # on the banking system to advise the member this has been completed.</i> | |
| VPCU Staff Signature | VPCU Staff Name |
| Management Signature | Management Name |

| Processed by - for internal use only | |
|---|-----------------|
| VPCU Staff Signature | |
| Date Signed & Processed (copy attached) | VPCU Staff Name |