

# Consumer International Wire Transfers

One of the fastest ways to move money around the world

## Important Information About Your Request

To ensure timely delivery to the recipient, please provide complete information. Obtain complete wiring instructions, including account and routing information from the beneficiary. If you are unsure of the Beneficiary information and bank routing instructions, always contact the recipient who should confirm the information with their bank. Sending international wires without the required information can cause the wire to be delayed, or returned.

*To help prevent fraudulent wire transfers, please discuss the purpose of your wire transfer with a banker. Be cautious before sending money to someone you don't know or met through social media. Common scams include requests to pay IRS taxes, emergency needs by family members, telemarketing sales calls, Internet purchases, etc.*

### STEP 1

#### Required Information for sending an International Wire Transfer

Please note, wire transfers must be conducted in person at a U.S. Bank branch Monday – Friday prior to 3 p.m. Central Time (excludes U.S. Bank holidays).

#### Originator (sender)

Purpose of the Wire Transfer \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Address \_\_\_\_\_

Originator's Relationship to Beneficiary \_\_\_\_\_  
 Checking or Savings account number to debit \_\_\_\_\_  
 Valid Photo ID\* # \_\_\_\_\_  
 Amount of wire \$ \_\_\_\_\_  Currency Type \_\_\_\_\_  
 Destination Country \_\_\_\_\_

#### Recipient (Beneficiary) Information

Full Legal Name \_\_\_\_\_  
 Legal Address \_\_\_\_\_  
 Country \_\_\_\_\_

#### Recipient (Beneficiary) Bank Information

Account Number (SWIFT/BIC, IBAN, CLABE or BSB) \_\_\_\_\_  
 Bank Name \_\_\_\_\_  
 Bank Address (including city and country) \_\_\_\_\_  
 \_\_\_\_\_

Additional information for the receiving bank or Beneficiary (i.e., invoice numbers, loan payment, etc.) \_\_\_\_\_  
 \_\_\_\_\_

\*Must present your valid (non-expired) photo ID to the banker at the time of wire transfer initiation. Valid forms of photo ID are: state issued driver's license, government issued ID, U.S. Military ID, passport, consular ID, alien or immigration card.



## STEP 2 Review the Prepayment Disclosure details provided by your banker

- Fees U.S. Bank charges for your wire transfer and any related taxes, if applicable.
- Exchange Rate if you request your transfer to be sent or received in a foreign currency.
- Total due to recipient. Keep in mind the recipient may receive less due to fees charged by the intermediary bank and recipient's bank and foreign taxes.

*CAUTION: If you provide us with an incorrect account number for the recipient or an incorrect institution identifier for the recipient's bank, you could lose the transfer amount.*

## STEP 3 After the wire transfer has been initiated KEEP YOUR RECEIPT DISCLOSURE

- Your Receipt Disclosure provides you with a reference number for your wire transfer and information on the disclosed date by which the funds will be available to your recipient as well as notices about cancellation and [error resolution rights](#).
- Refer to your banker for error resolution rights.

## Key Terms associated with International Wire Transfers

### Account numbering identifiers/codes

**SWIFT/BIC:** A code affiliated with the Society for Worldwide Interbank Financial Telecommunications (SWIFT) identifying international financial institutions. Usually consisting of 8 or 11 alpha numeric characters with the 5th and 6th characters identifying the country.

*The BIC is an 8 or 11-character code also known as the SWIFT address.  
The BIC could be entered as: BARCGB22 or DEUTDE3B400.*

**IBAN:** International Bank Account Number (IBAN) identifies the routing instructions for the receiving country. Consists of up to 30 alpha-numeric characters, which typically designate the bank and customer account numbers. Do not include dashes or spaces.

*The IBAN for the United Kingdom is 22 alpha-numeric characters and would be entered as: GB29NWBK60161331926819.*

**CLABE:** Clave Bancaria Estandarizada (CLABE) is the standard for bank account numbering in Mexico. Required when sending wire transfers to Mexico. Consists of an 18-digit account code/number. Do not include dashes or spaces.

*The CLABE for a wire to Mexico is 18 characters and would be formatted as: 072375006539998115.*

**BSB:** Bank State Branch (BSB) is used as an identifier consisting of a six-digit numerical code that identifies an individual branch of an Australian financial institution. A SWIFT identifier is used in addition to the BSB identifier and a bank account number. Do not include dashes.

### Foreign Currency

A unit of exchange from a foreign country. The value and the exchange rate may change throughout the day and will impact the value of your wire transfer.

### Rate

The rate, or rate of exchange, provides the value of the foreign currency as compared to the U.S. dollar.

### Prepayment Disclosure

Provides basic information and quotes related fees and exchange rate so you can decide whether to proceed with the wire or not. This disclosure includes warnings about the wire payment that must be shared with you (the originator), prior to proceeding with the wire transfer.

