

Outgoing Funds Wire Transfer Request - Personal

Transfer Amount & Currency

Date:	Time:	Transfer Amount (CDN equivalent)	\$
		USD/Foreign currency amount	\$
Funds transfer currency		Exchange rate	
☐ CDN ☐ USD		Cost of Exchange (optional)	\$
☐ Other: _____		Wire Processing Charge	\$
Sending clerk name		Access CU Fee	\$
		Total (amount plus fees)	\$

Sending Financial Institution – Access Credit Union

Branch transit number & address:

Beneficiary's Financial Institution Information

SWIFT / transit #, etc. _____

Beneficiary FI name: _____

Beneficiary FI full address: _____

Beneficiary FI phone #: _____

Wire Sender Information

Account number:
Member number:
Full name:
Full physical address: (no PO boxes)
Phone number:
Date of Birth:
Occupation:
Identification type:
Identification number:
Expiration date:

**All fields under
'Wire sender
information'
are mandatory.**

Beneficiary Information

Account number*:	
Beneficiary name*:	
	☐ Business Entity ☐ Person
Full physical address*: (no PO boxes)	
Phone number*:	
Date of Birth:	
Occupation:	
Identification type:	

**All fields with
asterisks are
mandatory.
Reasonable
effort must be
made to
complete
remaining
fields.**

Payment Details

Regulatory Details

Is this transaction face to face? ☐ Yes ☐ No

Politically Exposed Person (PEP) Declaration

☐ I declare that I am not a PEP. This means that:

- I am not and have never been employed as a senior official¹ in a foreign state ("Foreign PEP").
- I am not employed as a head of an international organization² or the head of an institution established by an international organization ("HIO")
- I am not and have not been employed during the past five years as a senior official³ in Canada ("Domestic PEP").
- I am not a family member⁴ or close associate⁵ of a Foreign PEP, HIO or Domestic PEP.

OR

☐ I declare that I am a PEP, as describe on the Politically Exposed Person Statement, attached.

1 Senior official in respect of a Foreign PEP means:

- head of a foreign state or government;
- member of the executive council of government or member of a legislature of a foreign government;
- deputy minister or equivalent rank;
- ambassador or attache or counsellor of an ambassador;
- military officer with a rank of general or above;
- president of a state-owned company or a state-owned bank;
- head of a government agency;
- judge of a foreign supreme court, constitutional court, or other court of last resort; or
- leader or president of a political party represented in a foreign legislature.

2 International organization means an organization established by the governments of more than one country by means of a formally signed agreement between the governments of more than one country.

3. Senior official in respect of a Domestic PEP means:

- Governor General, Lieutenant Governor, or head of government;
- member of the Senate or House of Commons or member of a legislature;
- deputy minister or equivalent rank; ambassador, or attache or counsellor of an ambassador;
- military officer with a rank of general or above;
- president of a corporation that is wholly owned directly by Her Majesty in right of Canada or a province;
- head of a government agency;
- judge of an appellate court in a province, the Federal Court of Appeal or the Supreme Court of Canada;
- leader or president of a political party represented in a legislature; or
- the office or position of mayor or the elected head of a city, town, village, or municipality that leads council in making financial decisions for their electorate.

4. Family member means a senior official or an HIO's:

- child
- parent
- parent's child
- spouse or common-law partner
- spouse's or common-law partner's parent

5. Close associate means a person closely connected to a senior official or and HIO for personal (social) or business (professional) reasons.

Additional Information for FINTRAC Reporting

Sender (the 'ordering customer') third party information		Beneficiary customer third party information	
Is this transfer being sent on behalf of a third party? ☐ Yes ☐ No		Will this transfer be received on behalf of a third party? ☐ Yes ☐ No	
Customer type: ☐ Individual ☐ Entity		Customer type: ☐ Individual ☐ Entity	
Third party name:		Third party name:	
Third party full address:		Third party full address:	
Date of birth (individuals only):	ID type (individuals only):	Date of birth (individuals only):	ID type (individuals only):
Occupation (individuals only):		Occupation (individuals only):	

Sender Agreement

Funds transfer requests are final once sent. **I, the Sender, confirm that I have fully disclosed to the Financial Institution any suspicious circumstances of any deposits on which the funds transfer is based. I agree that the information I provided is true and accurate.** I understand that the deposit items can be reversed after clearing or following lifting of a hold. If the funds transfer is based on any item that is later returned for any reason, the loss will be to my account. I understand that if I make a recall request,

- there is no guarantee that any refund will be received;
- that processing charges will apply regardless of any refund; and
- on a foreign currency transfer, any refund will be made using the rate of exchange and processing charges in effect on the date of the refund and not the rate of exchange in effect on the date of original transfer confirmation.

_____ Sender name (please print)	_____ Sender signature	_____ Date
_____ Sender name (please print)	_____ Sender signature	_____ Date

Please remind the customer of the wire terms and conditions:

- 1) The customer must disclose any suspicious circumstances of any deposits on which the funds transfer is based.
- 2) Any loss will be to the customer's account if a funds transfer is returned.
- 3) There is no guarantee that any refund will be made if the wire is recalled
- 4) Processing charges are applied.
- 5) Foreign currency transfer recalls will be made using the exchange rate and processing charges in effect on the date of the refund.
- 6) Additional fees may be charged by the receiving financial institution and other intermediaries involved in processing the transfer.
- 7) The customer will need to sign off on the wire including the terms and conditions associated with sending a wire.

Customer initials _____

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