

TELEGRAPHIC TRANSFER REQUEST FORM

Use this form to transfer money internationally.

Cleared funds sufficient to cover the amount to be withdrawn and the Telegraphic Transfer Fee (refer to Fees and Limits Guide), must be available in your account before making this request. Please complete all fields, check they are accurate, and submit this form via email to info@heritage.com.au or attend a branch.

Heritage Member Details (Sender)

Membership Name (Full Name) _____

Membership Number _____ Account Type _____

Membership Address (No PO Box) _____

City/Suburb _____ State/Province _____ Postcode _____

Source of Funds (eg: employment, sale of property etc) _____

- I/We request you to arrange for funds to be withdrawn from my/our account and credited to the Beneficiary's account at the bank shown below in accordance with my/our instructions set out below.
- I/We authorise Heritage Bank to debit my/our account with the amount of the Telegraphic Transfer Fee (refer Fees and Limits Guide).
- I/We understand that if all required information is not provided, the Telegraphic Transfer may be delayed, incur additional fees or be rejected. Any actions by other banks regarding these requirements is beyond Heritage Bank's control and Heritage Bank cannot be held accountable and is not liable for those actions.

Beneficiary Details (Receiver) - please confirm details with beneficiary, incorrect information may cause delays, extra fees or be rejected

Beneficiary Name (Full Name) _____

Beneficiary Address (No PO Box) _____

City/Suburb _____ State/Province _____ Postcode _____

Country _____ Beneficiary Phone Number _____

Beneficiary Tax ID (For South American Currencies) _____ Relationship to Beneficiary _____

Beneficiary Bank Details - please confirm details with beneficiary, incorrect information may cause delays, extra fees or be rejected

Beneficiary Bank Name _____

Beneficiary Bank Address (No PO Box) _____

City/Suburb _____ State/Province _____ Postcode _____

Country _____

Account Number _____ BSB, Routing Code, Sort Code _____ SWIFT or IBAN _____

Reason for Telegraphic Transfer _____

(if paying a bill please provide copy of invoice; if payment is a business investment, please specify nature of the investment)

Warning: Check the account number and bank details are correct and belong to the person/business you intend to pay. If these details are not correct you may pay someone else and not get your money back. Beneficiary Names are not used for processing payments.

Optional Information

Message to Beneficiary (Receiver) (max 40 characters) eg. name/reference number/invoice code.

Payment Details

Foreign Currency ☐ ☐ ☐ Total Foreign Currency Amount _____ Date: _____
Foreign Amount in Words _____
Exchange Rate _____ AUD Equivalent in Figures _____

Beware of Scams

Anyone can be subject to a scam. Before making a payment please read and acknowledge you have considered the below questions intended to alert you to a possible scam:

- Have you done a transaction of this type before?
- Have you paid money overseas before?
- Are you paying an invoice you received via email? Have you verified the account details by phone?
- Do you know the recipient of the funds? Have you checked they are legitimate?
- Do the account details match the purpose of the transaction?
- Does the purpose of the transaction align with your expected outcome eg: receipt of goods?
- Could this transaction be performed using another payment option eg: card?

☐ I/We have read and considered the above questions.

Acknowledgement

I/we confirm that all information in this form is true and correct and acknowledge and agree to the following:

- Fees may be associated with this Telegraphic Transfer (TT) request, and in sending a TT, correspondent and/or intermediary banks may be used to forward and process the TT request.
- My/our account will be debited with the Telegraphic Transfer Fee (refer to the Fees and Limits Guide). Correspondent, intermediary and beneficiary banks may impose their own additional fees which may be deducted from the amount received by the nominated Beneficiary (Receiver).
- The payment is undertaken at my/our own (sender's) risk and no liability whatsoever is accepted for any delay, mistake, misinterpretation of instruction or omission which may occur with this TT, except to the extent that any loss arises from the fraud, negligence or wilful misconduct of Heritage Bank (or of its officers, employees, contractors or agents).
- I may be required to provide additional information regarding this payment, and agree that all information may be passed on to third parties as appropriate.
- Beneficiary names are not used for processing payments. It is my/our responsibility to ensure the Beneficiary's account number and bank details are correct. If incorrect details are provided my/our payment may be unsuccessful or paid to an unintended account and I/we may be liable for any loss if the funds cannot be recovered. Any funds recovered are subject to current exchange rates, not the exchange rates at the time of the transfer.

Signature: _____ Date: _____
To be signed as per signing authority on the membership

Branch to complete

☐ Scams box ticked and discussed with member/s. If concerned, contact Financial Crimes before processing.

Processing Staff Name _____

Witness Signature _____

Signature/s Verified

Agent Stamp