

# TELEGRAPHIC TRANSFERS

Order Form



**Please ensure all relevant fields are completed.**

This form is to be used when providing instructions for a telegraphic transfer order.

## 1. Sender's details

First Name		Surname	
Account Number		Phone Number	
Address (No PO Box)			
City/Suburb	State	Postcode	
Expected frequency of future transactions		Expected amount of future transactions	
Source of funds*		Purpose of payment	

## 2. Beneficiary details

Beneficiary Name			
Beneficiary Address (No PO Box)		City	
State/Province	Postcode	Country	
Beneficiary Phone Number		Beneficiary Tax ID (For South American Currencies)	
Relationship to Beneficiary			

## 3. Beneficiary bank details

Beneficiary Bank Name			
Beneficiary Bank Address (No PO Box)		City	
State/Province	Postcode	Country	
Account Number or IBAN		Beneficiary Branch/ SWIFT/Bank Code	
Reason for Telegraphic Transfer			

## 4. Optional information

Message to Receiver (max 40 characters)	
Special Instructions (optional)	

## 5. Payment details

Date			
Foreign currency		Total foreign currency amount	
Foreign amount in words			
Exchange rate		AUD equivalent in figures	

\* Source of Funds examples: salary, property sale, rent, savings, etc.

## 6. WARNING – PROTECT YOURSELF FROM FRAUD AND SCAMS

Do you know who you are sending money to?

When you send money, **you should be absolutely certain that you know who your receiver (the beneficiary) is and what the transfer will be used for.** Fraudsters and scammers target people using any means they can, often pretending to be from the government, banks or trusted organisations. Most scams are perpetrated by scammers contacting the victim online or via a telephone call.

If this payment is in relation to a recent online or telephone communication, are you satisfied that this is a legitimate payment request? If in doubt, please check or seek out independent assistance. Some examples where **you should exercise caution before proceeding with a transfer** include:

- To an individual you have only met online and not in person (for example, an online dating app).
- For an emergency situation you have not confirmed.
- For an online shopping purchase.
- For a deposit or payment into a pyramid or investment scheme.
- For anti-virus protection.
- For a deposit or payment on a rental property.
- For a charity donation.
- To resolve an immigration or visa matter.
- To claim lottery or prize winnings.
- To pay taxes.
- To pay for something in response to a telemarketing call.

Please note that in processing an international transfer, **we will only rely on the bank account number and beneficiary bank details** you provide. **We do not rely on the bank account name.** You should check the details provided carefully because if the payment is paid to an incorrect account and/or beneficiary, it may not be possible to recover it. Please note that we do not check that the payment details are correct or that the account name matches the account number. If you transfer money, the person you are sending it to gets the money quickly. After the money is paid, we may not be able to seek a refund, even if you are the victim of fraud, except under limited circumstances. If you are unsure, please speak to one of our friendly team members or [visit www.scamwatch.gov.au](http://www.scamwatch.gov.au).

## 7. Acknowledgment

I confirm, acknowledge and agree that:

- These telegraphic transfer ("TT") services are provided to you by **Police Credit Union**.
- Where applicable, fees may be associated with this TT request. In sending the TT, the services of certain correspondent, intermediary and beneficiary banks may be used to forward and process the transfer requests. The correspondent, intermediary and beneficiary banks may impose their own additional fees which may be deducted from the amount received by the nominated beneficiary.
- I have read and understood the warning in section 6.
- I have checked the bank account number and the beneficiary bank details are correct. This payment is undertaken at my own (senders risk) and Police Credit Union disclaims all liability whatsoever for any delay, mistake, misinterpretation or instruction or omission which may occur with this TT.
- I may be required to provide additional information regarding this payment, and I agree that all information may be passed on by us to Police Credit Union to third parties as appropriate.

Signature

Date

### Branch to complete

Staff member name

Branch name

Agent code

Phone number