

Instructions for Filing an International Wire Transfer Request Form

Please be sure to provide all requested information. Failing to do so could result in a delay processing your wire transfer.

International Wire Transfer Information

Wires going to foreign countries require different numbers depending on the receiving foreign country. All wire transfer payments destined for Europe should include the SWIFT Bank Identifier Code (SWIFT BIC), International Routing Code (IRC) as applicable, and for participating countries the Recipient's International Bank Account Number (IBAN). Mexican banks require a CLABE number in addition to the SWIFT BIC.

1. SWIFT Bank Identifier Code (SWIFT BIC): The 8 or 11 character SWIFT BIC is a unique series of alpha numeric characters that help to identify a specific financial institution. You must provide the SWIFT BIC, where applicable to facilitate an international wire.

2. International Routing Code (IRC): Some countries throughout the international banking community have created international routing codes, which are used in combination with the SWIFT BIC to aid in routing the payment through a main office to a branch. Each country has a specific name for their routing code (i.e., Sort Code in the United Kingdom, Canadian Payments Association Routing Numbers in Canada).

You must provide the international routing code to facilitate receipt of an international payment. Sending a wire without the IRC number can delay the wire, or the receiving bank may return the wire when this number is not included in the payment instructions, and additional fees may be assessed.

3. International Bank Account Number (IBAN): The IBAN varies by country/institution. Warning! Only the bank servicing an account can provide the correct IBAN of that account.

If you do not have the IBAN, please contact your bank. Sending a wire to a participating country without the IBAN can delay the wire, or the receiving bank may return the wire when the IBAN is not included in the payment instructions, and additional fees may be assessed.

Participating Countries that require an IBAN:

Andorra	Austria	Belgium	Bosnia and Herzegovina	Bulgaria	Croatia
Cyprus	Czech Republic	Denmark	Estonia	Finland	France
French Guiana	French Polynesia	Germany	Gibraltar	Greece	Guadeloupe
Hungary	Iceland	Ireland (Republic of)	Isle of Man	Italy	Latvia
Liechtenstein	Lithuania	Luxembourg	Macedonia	Malta	Martinique
Monaco	Netherlands	New Caledonia	Norway	Poland	Portugal
Reunion Island	Romania	San Marion	Serbia and Montenegro	Slovakia Republic	Slovenia
Spain	Sweden	Switzerland	Tunisia	Turkey	United Kingdom

4. Mexico CLABE Account Number: Mexican banks now require an 18 digit CLABE account number be added to the Recipient instructions to ensure payment. The CLABE number is required on all Mexican Peso (MXN) and USD payments sent to Mexico.

If you do not have the CLABE account number, please contact your bank. Sending a wire without a CLABE account number can delay the wire, or the receiving bank may return the wire if the CLABE is not included in the payment instructions, and additional fees may be assessed.

5. Intermediary Bank: If an intermediary bank is required for the wire transfer, enter the name of the bank. Note: An intermediary bank account is an agent bank account that is used as a facilitator to wiring the fund to the Recipient's bank account. Typically, the intermediary bank account is needed due to the complexity of the destination country's banking system. Please contact your bank to obtain the appropriate information as required.

It is recommended that if you do not have a SWIFT BIC, IBAN, IRC, or Mexican CLABE number, please contact your bank to obtain the appropriate information. Sending International wires without the required information can cause the wire to be delayed, returned, or assessed additional fees.

All documentation and related correspondence must be sent to:

**Europ Assistance - Global Corporate Solutions ITPA Division
Provider Relations Department
E-mail: ProviderRelations@tpa.ea-gcs.com**



International Wire Transfer Request Form

Note: Please ensure your bank can accept international wire transfers and that all requested information is completed. Failing to do so could delay the processing of your wire transfer. **Please note that the cost of the wire transfer is the responsibility of the recipient.**

A. RECIPIENT INFORMATION (This is the ultimate recipient of the wire transfer funds)	
Recipient Name (as it appears on the bank account)	Telephone (include area code) ()
Recipient's E-Mail Address	
Recipient's Physical Address (No., Street, City, Island, Country)	

B. RECIPIENT BANK INFORMATION (This is the financial institution where the Recipient maintains their account)			
Please be sure to provide all requested information, including bank account number and the full physical address of bank.			
Recipient Account Number (REQUIRED), Mexican CLABE # or the International Bank Account Number (IBAN) where applicable			
Recipient Bank RTN or SWIFT Bank Identifier Code (SWIFT BIC)			
International Routing Code (IRC)			
Recipient Bank Name			
Recipient Bank Address (No., Street) - REQUIRED			City
Region / State / Province	Postal / Zip Code (if applicable)	Country	Telephone (include area code) ()

C. INTERMEDIARY BANK INFORMATION (This section is optional and not required for all wires, see page 1)			
Please be sure to provide all requested information, including intermediary bank account number and the full physical address of intermediary bank.			
Intermediary Account Number (required) or International Bank Account Number (IBAN) where applicable			
International Routing Code (IRC) or SWIFT BIC			
Intermediary Bank Name			
Intermediary Bank Physical Address (No., Street) - REQUIRED			City
Region / State / Province	Postal / Zip Code (if applicable)	Country	Telephone (include area code) ()
Information for Intermediary Bank			

D. RECIPIENT SIGNATURE	
My signature here indicates agreement to all of the information on this Outgoing Wire Transfer Request. Europ Assistance - Global Corporate Solutions (GCS) ITPA Division is authorized to rely on the information on this Request in making payments to you through wire transfer.	
Signature of Recipient _____	Date _____
Title _____	

E. DISCLAIMER
 Any person, with the intent to defraud or knowing that he/she is facilitating a fraud against an insurer, who submits an application or files a claim containing a false or deceptive statement, is guilty of insurance fraud.