

Please see your General and Account Specific Terms and Conditions for details of how we process payments and the limitations on liability which apply. You must complete this form and send to us in order to initiate a payment. Please note you will receive a call from Citi to verify the payment details. Please complete in **BLOCK CAPITALS**.

## 1. Your Details

Full Name \_\_\_\_\_

Citibank Account number \_\_\_\_\_ Your registered email address \_\_\_\_\_

Residence address line 1 \_\_\_\_\_ Residence address City/Country \_\_\_\_\_

Post Code \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## 2. Type of transfer - UK Domestic transfers are processed via CHAPS; All other currencies including EUR would be processed via SWIFT.

CHAPS transfer would take up to 3 business days from time instruction is confirmed.

SWIFT transfers would take up to 5 business days from time instruction is confirmed

CHAPS - GBP

Amount to be transferred (in figures) \_\_\_\_\_

Beneficiary Bank Sort Code \_\_\_\_\_

Beneficiary Bank Name \_\_\_\_\_

Beneficiary Name \_\_\_\_\_

Beneficiary IBAN or Account number \_\_\_\_\_

Payment Reference (If applicable) \_\_\_\_\_

SWIFT (Payment 2)

Amount to be transferred (in figures) \_\_\_\_\_

Currency \_\_\_\_\_

Beneficiary Bank BIC/SWIFT \_\_\_\_\_

Beneficiary Bank Name \_\_\_\_\_

Intermediary Bank BIC/SWIFT \_\_\_\_\_

Bank code\* \_\_\_\_\_

Beneficiary Name \_\_\_\_\_

Beneficiary IBAN or Account number \_\_\_\_\_

Payment Reference (If applicable) \_\_\_\_\_

SWIFT

Amount to be transferred (in figures) \_\_\_\_\_

Currency \_\_\_\_\_

Beneficiary Bank BIC/SWIFT \_\_\_\_\_

Beneficiary Bank Name \_\_\_\_\_

Intermediary Bank BIC/SWIFT \_\_\_\_\_

Bank code\* \_\_\_\_\_

Beneficiary Name \_\_\_\_\_

Beneficiary IBAN or Account number \_\_\_\_\_

Payment Reference (If applicable) \_\_\_\_\_

## 3. Charges (please tick preferred option for fee payment)

Please note: To comply with EU regulations if you are sending money by a SWIFT transfer to an EEA country<sup>2</sup> in either an EEA currency<sup>3</sup> or Swiss Francs, all these payments will be sent with SHA<sup>4</sup> instructions.

All local and overseas charges, including intermediary bank charges, borne by you (OUR)

All our fees and intermediary bank<sup>5</sup> charges, borne by you and all overseas charges, including intermediary bank<sup>5</sup> charges, borne by beneficiary (SHA)<sup>4</sup>

### Important information:

- This information will be used to transfer the payment.
- EEA country - Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.
- EEA currency - Bulgarian Lev, Czech Koruna, Danish Kroner, Estonian Kroon, Hungarian Forint, Latvian Lat, Lithuanian Litas, Polish Zloty, Romanian Leu, Euro, Swedish Krona, Icelandic Krona, Norwegian Kroner and Sterling. Please note that we may not offer transfers in all of those currencies - ask a member of staff in branch for available currencies.
- SHA - Shared, any charges involved in the transfer will be shared by the remitter and the recipient.
- An intermediary bank (cover or correspondent bank) is an agent bank that is used as facilitator to transfer the funds to the payee's bank account. Typically, the intermediary bank account is needed due to the complexity of the destination country's banking system or if the currency of the transfer is not local to the destination. Citi does not have control over these charges, hence no changes to these charges will be communicated. There is a risk that your payment may arrive in a currency other than the one you request. The amount of time it may take to complete payment may vary significantly, depending on the destination country and on the amount and accuracy of the information you supply Citi. Please see our Rates and Charges Information for full details. Citi exchange rates apply to transfers made across currencies. Please, call us for the details of exchange rates used. Citi will contact customers to confirm a request before processing it. This is to maintain the security of the account and to protect the interest of customers.

\*Specify ABA code for transferring USD to banks in the USA and BSB Code for transfers to Australia.