

If you are unable to complete an IMT from your New Zealand account online, fill out this form and send it to us. If you are paying from an ASB Foreign Currency Account please do not use this form. You must use the **Foreign Currency Account Withdrawal Form**, available on our website.

Please type the required information into this form to ensure accuracy. Print, sign, scan and return it to your ASB Branch or Relationship Manager. Before this request can be processed you will be contacted by ASB to confirm these details.

ASB Branch or Relationship Manager name

Branch or Relationship Manager email

1. Sender Details

Account/Company/Business name

Physical address

Account Owner/Signatory name(s)

Phone number

Debit account number

1	2	3																	
Bank	Branch	Account number														Suffix			

Account number to deduct fees from (if different to the Debit account)

1	2	3																	
Bank	Branch	Account number														Suffix			

Note: ASB fee applies and will be deducted from the account number specified above.

Currency to be sent (e.g. AUD, USD, GBP, NZD)

Select and complete one of the following:

Foreign Currency:

Amount to be sent (in words e.g. two thousand pounds)

Amount to be sent (in figures e.g. £2,000)

OR

NZD equivalent:

Amount to be sent (in words e.g. two thousand dollars)

Amount to be sent (in figures e.g. \$2,000)

2. Beneficiary Details

Fields marked with * are mandatory.

SWIFT code/National Clearing code*

Beneficiary account number/IBAN*

Beneficiary bank*

Beneficiary name*

Branch*

Beneficiary physical address*

Bank physical address*

Reference for Beneficiary (optional)

Country*

Special instructions (if any)

Other banks' charges (tick): Beneficiary to pay Sender to pay

Purpose of payment

3. Source of funds

Please tick the most relevant option:

- Employment Sale of asset (e.g. car, tools, house) Lottery / Betting Win Gift / Donation Inheritance
 Borrowings Business proceeds Rent Investment income
 Other source - please specify

4. Authorisations

I/We authorise you to debit our above account with the equivalent of the New Zealand dollar value calculated at the exchange rate applicable.
I/We further understand that all International Money Transfers initiated on behalf of me/us by ASB Bank are governed by the 'Foreign Exchange Terms & Conditions' which I/we am/are bound by.

Note: Account Mandate must be followed (e.g. if account requires two signatures, both parties must sign).

Authorised signatory

Full name

Date

D	D	M	M	Y	Y	Y	Y
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Authorised signatory

Full name

Date

D	D	M	M	Y	Y	Y	Y
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For Branch Use Only

To be completed by staff members loading the IMT

- I have contacted and identified account owner(s)/signatories.
 I have verified instructions (currency, amount, beneficiary details) match form.
 I will scan and upload form to DMS once transaction completed.

Processed by PSNL Number

Independent Authorising PSNL

To be completed by Retail Banking when centralised IMT loading is required:

- I confirm that I have completed the Branch Banking IMT Process Steps 1-4 prior to scanning this form to DMS and assigning a note to 3201-IMTs.

Confirmed by PSNL Number

Authorised by Management PSNL Number

Date Stamp

Place form in Branch Maintenance forms for the day.