

## Wire Transfer Instructions

All wire transfers must be in U.S. dollars. To ensure that your club account is properly credited, please include your district and club numbers in the bank transaction information.

Clubs outside of the United States are responsible for transferring the correct amount in U.S. currency. Remember that if the wire transfer is routed from an international bank, that bank will deduct approximately \$30 in international wire transfer fees. In addition, a \$10 Citibank fee will be deducted; this fee is standard for all wire transfers.

The club will be billed for any difference between the amount received in the Toastmasters' Citibank account and the amount due for renewals or new-member charges.

To ensure that your club account is properly credited, please fax the bank wire confirmation with your club name and number (if applicable) to 949-858-1207, ATTN: Accountant, Finance Department. Alternatively, you may e-mail the confirmation to [financequestions@toastmasters.org](mailto:financequestions@toastmasters.org).

Bank wire confirmations that are faxed or e-mailed will be filed with your club records.

To ensure that your club account is properly credited, please include your district and club numbers on all correspondence.

Our bank information is as follows:

### **CITIBANK (WEST) FSB**

**ACCOUNT NUMBER: 201360070**

**ABA NUMBER: 322271724**

**SWIFT CODE: CITIUS33**

**ADDRESS: 25330 Marguerite Parkway #C  
Mission Viejo, CA 92692**

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