

# WIRE TRANSFER INSTRUCTIONS

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**All wire transfers must be made in U.S. dollars.** All clubs, including clubs outside the United States, are responsible for transferring the correct amount in U.S. dollars. Clubs will be billed for any difference, such as intermediary bank fees, between the amount received in Toastmasters' Bank of America account and the amount due for membership renewal dues, new membership dues or supply orders.

To ensure that your club account is properly credited, please include your district and club numbers in the bank transaction information and in all correspondence with Toastmasters World Headquarters.

To verify the funds and ensure that your club account is properly credited, email the confirmation to [financequestions@toastmasters.org](mailto:financequestions@toastmasters.org).

Toastmasters' bank information is as follows:

**Bank of America, N.A.**  
**ADDRESS: 520 Newport Center Drive, Suite 1000**  
**Newport Beach, CA 92660**

**ACCOUNT NUMBER: 325000597890**

**ABA NUMBER: 026009593**

**SWIFT CODE: BOFAUS3N**

**CLUB NAME:** \_\_\_\_\_

**CLUB NUMBER:** \_\_\_\_\_

**ATTENTION CLUBS: PLEASE INCLUDE YOUR CLUB NAME AND CLUB NUMBER ON THE BANK WIRE TRANSFER FORM.**