



Wire Transfer Request Form

Please note a wire transfer fee will be charged at time of transfer: \$25 Domestic/\$40 International

ORIGINATOR: This section (always required) identifies the person or business that is sending the funds.

Member's Name: _____ Date: _____

Account Number: _____ Account Type _____

Amount of funds to be wired: \$ _____

Call back number: _____ wires over \$2500 or sent to anyone besides the originator will not be sent until the call back verification is complete.

RECEIVING INSTITUTION: This section (always required) identifies the financial institution to which the funds are sent.

Receiving Institution Name: _____

Receiving Institution Routing Number: _____

Receiving Institution City: _____ State: _____

BENEFICIARY: This section (always required) identifies the person or business that is to receive the funds. If wire is to someone besides the Originator a signature is required.

Beneficiary's Name: _____

Beneficiary's ID (RTN, Account number): _____

Beneficiary Address (no PO BOX): _____

INTERMEDIATE FI: Sometimes (rarely) the receiving institution must forward funds to another institution that is not set up for direct wires. In those cases, this section identifies a third institution to serve as an intermediary for the transaction. In all other cases this section is left blank. **Note:** If there is an Intermediate FI, there must be a Beneficiary FI.

Name: _____ ID (RTN, SWIFT, or other ID as Directed): _____

Address: _____

BENEFICIARY FI: If the beneficiary will receive the funds at a financial institution other than the receiving institution, this section identifies that entity. In all other cases this section is left blank.

Name: _____ ID (RTN, SWIFT, or other as directed): _____

Address: _____

INSTRUCTIONS This section (optional) allows entries for special instructions

You are liable for incorrect information. If you give us a payment order that identifies the person to whom you are wiring funds by name and account number or some other identifying number (such as a Social Security Number or Taxpayer I.D.), we may pay that person on the basis of the number provided to us by you and consider that number to be proper identification. This will be true even if the number you provided to us identifies a person different from the named person, unless otherwise provided by law or regulation. We have no control over how long international wires will take to be received. We will not be held liable for any loss or expense arising from a wire transfer of funds unless the loss or expense is the direct result of negligence on the part of the credit union or its employees.

Member Signature: _____ Date: _____

| |
|---|
| <p>Internal use only:</p> <p>Request Taken By: _____ How was the request received (Circle): Phone Fax Email In-Branch</p> <p>PremierView Entry: _____ PremierView Secondary Approval: _____</p> <p>Callback Completed By: _____ Signature Verified by: _____</p> <p>Managerial Signature for large wires and any TDD wires: _____</p> <p>Please attach Bridger Print out, Final PremierView Approval print out, and any other identifying documents used to process the wire.</p> |
|---|