



**WIRE TRANSFER REQUEST FORM**

Request Date \_\_\_\_\_  
Wire # \_\_\_\_\_

Account # \_\_\_\_\_ Amt \$ \_\_\_\_\_ Fee \$ \_\_\_\_\_

**ALL INFORMATION BELOW MUST BE PROVIDED**

**SENDER INFORMATION:**

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address can not be a P.O. Box # only, must include physical address)

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**BENEFICIARY INFORMATION: (FINAL CREDIT TO .... )**

BNF Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Memo Information: \_\_\_\_\_  
(Originator to Beneficiary Info)

**RECEIVING BANK INFO:**

Bank Name: \_\_\_\_\_

ABA # (9 digits) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**FURTHER CREDIT BANK INFO:**

Bank Names: \_\_\_\_\_

ABA # or Branch # \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Please review the information provided above. Please verify with receiving institution that all of the information, account numbers, ABA numbers and further credit bank information are complete and correct. If you do not provide all of the above information or the information is not correct, your wire may not be processed. Please note that the Credit Union will not be held responsible for incorrect wiring instructions if wire settles to incorrect account due to error of sending member.

**Member Signature also required on page 2.**

Sender's (Member) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Bank Signature: \_\_\_\_\_  
(Signature of designated Credit Union Official authorized to approve this wire within limits established by credit union policy)

Contact person from credit union/branch: \_\_\_\_\_ / \_\_\_\_\_

**THIS APPLICATION IS SUBJECT TO THE FOLLOWING AGREEMENT:**

By signing this form, you, the sender, agree that this wire transfer is irrevocable and that the sole obligation of the institution processing this wire transfer is to exercise ordinary care in processing this wire transfer and that it is not responsible for any losses or delays which occur as a result of any other party's involvement in processing this transfer. Please be aware that the credit union is not responsible for deposit to incorrect account(s) upon settlement of wire if information received is incorrect.

**APPLICABLE LAW AND OTHER AGREEMENTS:**

This agreement shall be governed by all applicable operating circulars of any Federal Reserve Bank which may handle any transaction that is the subject of this agreement, and by all applicable provisions of federal law and regulation. To the extent allowed by federal law, this agreement shall also be governed by the operating rules and other governing documents of SWIFT, NACHA, or any other funds transfer or advice service or facilitator, and by the laws of any foreign nation having jurisdiction over the transfer (or any segment thereof, to the extent of that segment only). To the extent it is not governed by such laws, regulations, rules, and other governing documents, this agreement shall be governed by the laws of the Commonwealth of Pennsylvania and the United States of America. This agreement shall be binding upon and inure to the benefit of Member and Financial Institution, and their respective successors, assigns, and legal representatives.

**FUNDS TRANSFER SECURITY PROCEDURES WILL APPLY AS SPECIFIED BELOW**

When a payment order is issued by our customer, the security procedure will involve use of identification methods that may include pre-designated code words for verbal orders, photo identification, and signature verification of original signature and/or call back procedures at the sole discretion of our credit union.

**TIME SCHEDULE FOR FUNDS TRANSFER:**

Payment orders greater than \$10,000 require reservation of funds with the credit union authorizing such transfer prior to 1:00 P.M. Eastern Time. Payment orders received prior to 2:00 p.m. Eastern Time will be transmitted the same business day. Orders to cancel or amend a previous order must be received in time to process prior to 2:00 p.m. EST. Orders received after 2:00 p.m. EST, or on Saturday, Sunday, or holidays, MAY be considered next business day transactions. Funds transfer business days will include all normal credit union business days.

**Senders (Member's) Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_