



# WIRE TRANSFER REQUEST

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

Time: \_\_\_\_\_ am or pm

## OUTGOING WIRE TRANSFER INFORMATION

Wire is being sent to: (Fill in completely below) Amount to be wired: \$ \_\_\_\_\_ (See Note 1)

Financial Institution Name \_\_\_\_\_ Financial Institution Phone \_\_\_\_\_

Financial Institution Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Financial Institution ABA or Routing and Transit Number \_\_\_\_\_

Further credit to \_\_\_\_\_ Account Number \_\_\_\_\_

Final credit to \_\_\_\_\_ Account Number \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Purpose \_\_\_\_\_

- (Note 1)**
- All Fedwire transfers of \$ 3,000 or more must include name, address and account number of the originator of the wire, as well as the name, address and account number of the receiver of the wire.
  - Get telephone numbers of the sender and receiver.
  - All wires must be received by 12:30pm in the Accounting Department for same day credit, but not guaranteed.

## IDENTIFICATION OF MEMBER REQUESTING OUTGOING WIRE TRANSFER

Member's Name \_\_\_\_\_ Account Number \_\_\_\_\_ Suffix \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

\*Authorized Member Signature \_\_\_\_\_ \*By signing this form, member is responsible for providing correct receiver information. SWFCU is not liable for inaccurate information.

## SWFCU USE ONLY

Verified by Account Activity? Yes \_\_\_\_\_ No \_\_\_\_\_ OR Verified by Password? Yes \_\_\_\_\_ No \_\_\_\_\_

Employee Number and Initials \_\_\_\_\_

Member Branch Number (for \$ 20.00 wire transfer fee income) \_\_\_\_\_

If Loan proceeds to be wired (not from member's account) GL number to debit: \_\_\_\_\_

## ACCOUNTING DEPARTMENT USE ONLY

Call-back verification for \$ 3,000 and over wires:

Employee Number and Initials \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

(Attach copy of Member Receipt and Wire Transfer Input Sheets)