

OUTGOING DOMESTIC WIRE TRANSFER INSTRUCTIONS

Please contact the receiving financial institution for wire transfer instructions. Routing and account numbers on the bottom of checks are often not accurate for the purpose of wire transfers.

Step 1 – Member Information	
Name	
Address	
City/State/Zip	
Account Number w/ Suffix	
Wire Amount	\$
Wire Fee	\$
PURPOSE	
New Recurring? (Yes or No)	
Source of funds (cash, existing funds, etc.)	
Code Word	
Step 2 – Financial Institution Information	
What credit union or bank is the wire going to?	
Name	
Address	
City/State/Zip	
ABA/Routing # (Must be 9 digits)	
Further Credit To (If applicable) :	
Financial Institution's Name	
Routing/Account #	
City/State/Zip	
Step 3 – Payee Information (Final Credit)	
Who is going to finally receive the wire?	
Name	
Address	
City/State/Zip	
Account #	
Reference Information (if Applicable)	
WCCU Staff Only	
Wire Received By	
Date	
Time	
Recurring Code Word Confirmed?	
Accounting Use Only	
Entered By	
Date	
Time	
Verified By	
Date	
Time	
Reference #	



Disclosure and Member Signature
<p>I authorize Wexford Community Credit Union to transfer funds as described here into and debit my account in the amount indicated plus the applicable fees.</p> <p>Please note: Wexford Community Credit Union shall not be liable for any loss or damage resulting from the following:</p> <ol style="list-style-type: none"> 1. Errors or delays in the transmission or delivery of the wire due to incorrect/incomplete instructions from the member. 2. Failure to locate or error in identifying the named beneficiary through no fault to Wexford Community Credit Union. 3. Insufficient funds in the Member's account. 4. Wire transfer system failure, either human or electronic, beyond the control and scope of Wexford Community Credit Union. 5. Extraordinary circumstances such as fire, flood, earthquake, etc.
<hr style="border: 0; border-top: 1px solid black;"/> <p>Member Signature</p>
<hr style="border: 0; border-top: 1px solid black;"/> <p>Date</p>
<hr style="border: 0; border-top: 1px solid black;"/> <p>Daytime Phone</p>

