

# Wire Transfer Request



Please print and sign this form. Everence must have this form completed and signed before any wire can be sent. Please include a phone number at which you can be reached. You can deliver or fax this form to any branch. If you have additional questions, call your local branch office or 800-451-5719.

Date \_\_\_\_\_ Amount of wire \_\_\_\_\_ (USD)

Member number \_\_\_\_\_ Account type:  Checking  Saving Account suffix \_\_\_\_\_

Member name \_\_\_\_\_

Member address \_\_\_\_\_

Phone number \_\_\_\_\_ Branch \_\_\_\_\_

Type:  Domestic  International

Purpose of International Wire \_\_\_\_\_ Reason if other \_\_\_\_\_

## Routing instructions (See page 3 for additional information)

<b>1st stop:</b> (3400)	Receiving bank	
	Street address	
	City, state and country	
	Bank number	
<b>Credit to (Beneficiary bank)</b> (if different from receiving bank) (4100)	Street address	
	City, state and country	
	Account number	
	Additional information	
<b>Credit to (Intermediary bank)<sup>1</sup></b> <sup>1</sup> Beneficiary bank data required if this field is used (5200)	Account number	
	Additional information	

## Beneficiary details (4200)

Beneficiary name	
Beneficiary address	
City, state and country	
Account number	

## Additional information

Additional information \_\_\_\_\_

\_\_\_\_\_

**Signature**

---

I agree that my account will be debited for this service. I hereby authorize Everence Federal Credit Union (Everence) to transfer funds by wire as shown above. I understand that the account shown will be debited for the amount of the wire, plus any applicable fees. I agree to hold Everence harmless if the funds are not received and credited due to incorrect or incomplete instructions or information. A tracer fee (research request) will be deducted from my account in the event this wire is lost through no fault of Everence. I further acknowledge that this request does not violate the provisions of United States law as it applies to wire transfers.

\_\_\_\_\_  
Authorized member signature – **must match signature on file**

**After submitting this form, please call the branch to confirm and initiate the wire. International wires received by 11 a.m. will be processed the same day. Domestic wires received by 3 p.m. will be processed the same day.**

**For office use only**

---

- Request made by mail or fax
  - Signature matched to file
  - Received call from or called requester
- In Person
  - Member identity verified
- Wire amount greater than \$5,000
  - Wire department verified with member
- Call-back process completed for loan proceeds or investment purchase over limit

\_\_\_\_\_  
Verified by: employee signature

\_\_\_\_\_  
Manager signature (needed over \$5,000)

Initiated by \_\_\_\_\_

Verification number \_\_\_\_\_

Verified by \_\_\_\_\_

Comments

# Wire transfer form instructions

## General information

Date	Date the request is being made.
Amount of wire	Insert the amount of the wire in U.S. dollars.
Member number	Identify the member number, account type and account suffix the funds are to be wired from.
Member name	Identify the member name as it shows on your account.
Member address	Identify the member address as it shows on your account.
Phone contact number	Include a phone number where an Everence representative can contact you within the next 3 hours to verify information, if necessary.
Type	Domestic – if the final stop is to another bank located in the United States. International – all wires other than domestic.
Purpose of International Wire	<input type="checkbox"/> Capital Transfer <input type="checkbox"/> Charity Donation <input type="checkbox"/> Current Transfers: General Govt <input type="checkbox"/> Current Transfers: Other Sectors <input type="checkbox"/> Dividend Account <input type="checkbox"/> Employee Compensation <input type="checkbox"/> Family Support <input type="checkbox"/> Goods Trade <input type="checkbox"/> Operating Expenses <input type="checkbox"/> Service Trade <input type="checkbox"/> Trade Related <input type="checkbox"/> Other

## Routing instructions

<b>Receiving bank</b>	Enter name of bank receiving wire. This would be the first (and possibly the only) bank the wire would route through.
Street address	<b>Required for all wires.</b> Must be a street address. PO boxes not permitted without a specific street address.
City, state and country	<b>Required for all wires.</b> International addresses may contain a province or territory instead of a state.
Bank number	Insert the 9 digit bank ABA number if wire is domestic. Format 123456789. If the wire is international you will need one of the following (usually a SWIFT code): SWIFT (Society for Worldwide Interbank Financial Telecommunications) refers to a connected SWIFT ID. Format ABCD EFGH IBAN (International Bank Account Number). Consists of 34 alpha-numeric characters
<b>Please confirm wire instructions with the receiver's financial institution.</b>	
<b>Beneficiary bank</b>	This will be the recipient's bank (if different than the receiving bank).
Credit to (Beneficiary bank)	Enter name of bank associated with beneficiary, if different than receiving bank.
Street address*	Required: must be a street address. PO boxes not permitted without a specific street address.
City, state and country*	Required: international addresses may contain a province or territory instead of a state.
Account number	Enter account number associated with beneficiary bank.
Additional Information	Enter beneficiary bank branch name, address, and/or other information (e.g. apply to jumbo CD for settlement services).
<b>Intermediary bank</b>	Will rarely be used. It is the name of the bank (if any) between the receiving bank and the beneficiary bank. If an intermediary bank is used, the beneficiary bank information is required as well.
Intermediary bank name	Enter name of bank between receiving bank and the beneficiary bank, in sending wire.
Account number	Enter account number associated with intermediary bank.
Additional information	Enter intermediary bank branch name, address, and/or other instructions.

## Beneficiary details

Beneficiary name	Enter the recipient's name as it appears on the recipient's bank account where the money is being wired.
Beneficiary address	<b>Required for all wires.</b> Must be a street address. PO boxes not permitted without a specific street address.
City, state, and country	<b>Required for all wires.</b> International addresses may contain a province or territory instead of a state.
Account number	Enter the recipient's bank account number as it appears on the recipient's bank account where the money is being wired.

## Additional information

Additional information	Enter any information further relating to wire (e.g. reference Invoice 102 for \$350 and Invoice169 for \$450).
------------------------	---