



## **Terms and Instructions for completing the Wire Transfer Request Form**

To ensure timely and accurate processing of your request, please complete the following sections of the form. Incomplete or missing information will delay the processing of your request. Please return the form to our branch office at 50 Cabot Street in Needham MA, or mail it to our Member Service Department at the address below. Please note that payment orders received after 3:30 PM may not be processed until the following business day.

### **1. Member Information:**

- Be sure to indicate whether you are the prime or joint account owner, and
- to include your account number **and** suffix. Include both your work and home telephone number.

### **2. Transaction Information:**

- For domestic transfers tell us the dollar amount you wish to transfer
- For foreign transfers, tell us the amount you wish to transfer **and indicate by initialing** whether you wish to send U.S. dollars, or the currency of the final destination

### **3. Intermediary U.S. Bank: (Foreign Wires Only)**

- Be sure to include the full name of the intermediary bank, the 4 digit CHIPS number, and the 9 digit ABA number (if applicable).

### **4. Recipient's Bank:**

- Be sure to include the **full name and address** of the recipient's bank, the 9 digit ABA number and ABA short name.
- In addition, for foreign transfers, a SWIFT, SORT, IBAN or CLABE code is required, depending on the country location of the foreign bank.

### **5. Recipient's Information:**

- Please include the full name, address and account number of the recipient of the funds. If the funds are to be credited further, please include the name and account number of the final recipient.

### **6. Member Authorization and Signature Notarization:**

- For security reasons, all wire transfer requests must be authorized with your signature, and your signature must be notarized.

### **7. Wire Transfer Fees:**

- Your account will be charged \$20 for each domestic wire transfer and \$30 for each foreign wire transfer. The maximum amount of a foreign wire transfer is \$100,000. The payment order may not be executed if funds are not available in your account.

### **Send the completed form to:**

Direct Federal Credit Union  
Member Services Department  
50 Cabot Street  
PO Box 9123  
Needham, MA 02494

**MEMBER INFORMATION**

Name:

Address:  Account:  Suffix:

City, State ZIP:  Work phone  Home phone

Email Address:  Purpose

**TRANSACTION INFORMATION**

U.S. Dollar Amount   
 to be withdrawn  
 from Member's  
 Account above:



FOREIGN CURRENCY:

**RECIPIENT'S BANK**

Full name of Bank:

Address:  ABA Short Name:

City, State ZIP:  9 Digit ABA:

Additional information:  SWIFT/SORT/IBAN/ CODE (foreign only):

**RECIPIENT'S INFORMATION**

Name:

Address:  Account:

City, State ZIP/Prov/Country:

Final credit to:  Reference Number:

**MEMBER AUTHORIZATION**

I do hereby authorize Direct Federal Credit Union to process this transaction per the instructions I have provided above and to charge my account above for the amount of this wire, plus the applicable wire transfer fee. I further release Direct Federal Credit Union from any and all liability with regard to funds wired to any financial institutions, and further agree that I assume all risk for fluctuations in currency exchange rates plus any intermediary or corresponding bank fees.

Member signature: \_

Date: \_

**NOTARIZATION OF SIGNATURE (REQUIRED FOR ALL WIRE TRANSFER REQUESTS BY MAIL)**

State of: \_ County of: \_

On this \_ day of \_ , in the year \_ , before me \_ , a notary public, personally appeared \_ and proved on the basis of satisfactory evidence to be the person whose name is subscribed to this form and has acknowledged he or she has executed this form. Witness my hand and official seal.

**SEAL**

Direct Federal Use only	
Received by _____	Date _____
Approved by _____	Date _____
Senior Manager Approval by _____	Date _____

Notary Public \_\_\_\_\_