



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 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: (Required ONLY if foreign bank does not accept US Dollars)

- 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 \$40 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 to be withdrawn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 _____