

Questions? Call us! Albany: 518.456.1611 or Troy: 518.286.1611



Outgoing Domestic Wire Transfer Request Form

Date: _____ Wire Amount: \$ _____

Receiving Institution (Bank the wire is going to)

RTN (or BIC): _____

Name: _____

Address: _____

City, State Zip: _____

Originator's Name & Address (Our member)

Name: _____

Member #: _____ Share Type: _____

Address: _____

City, State Zip: _____

Intermediate Financial Institution (Use as needed - ex. sending a wire to us it must hit Members United first)

Name: _____

RTN (or BIC): _____

Address: _____

City, State Zip: _____

Beneficiary Financial Institution (Same as Receiving Institution)

Name: _____

RTN (or BIC): _____

Address: _____

City, State Zip: _____

Beneficiary Account Information (Who the wire is going to)

Name: _____

Account #: _____

Address: _____

City, State Zip: _____

Notes / Instructions

IF NOT IN PERSON, WE WILL CONTACT YOU AT THE PHONE NUMBER ON YOUR ACCOUNT FILE.

(PLEASE READ THE WIRE TRANSFER REQUEST AGREEMENT ON THE REVERSE BEFORE SIGNING.) PLEASE MAKE SURE WE HAVE THE MOST UP TO DATE CONTACT INFORMATION ON FILE FOR YOUR ACCOUNT. IF THIS FORM IS NOT BEING COMPLETED IN PERSON AT A BRANCH, WE MUST BE ABLE TO CONTACT YOU BACK TO CONFIRM INFORMATION ON THIS FORM. I have read the School Systems FCU Wire Transfer Request Agreement and hereby authorize School Systems FCU to transfer funds by wire as shown above. I understand that my account shown will be debited for the amount of the wire and any applicable fees. I agree to hold School Systems FCU harmless if the funds are not received and credited due to incorrect or incomplete information.

Signature: _____

Date: _____



Wire Transfer Request Agreement

- **OUTGOING WIRES ARE SUBJECT TO A FEE.**
 - **\$20.00 within the U.S.**
 - **\$40.00 outside the U.S.**

DISCLOSURE OF TERMS FOR WIRE TRANSFERS:

The following information pertains to wire transfers conducted with School Systems Federal Credit Union:

- Wire transfer requests received by 2:30pm for domestic wires and 11:30am for international wires, Monday through Friday, will be processed the same day. Transfer requests made after 2:30pm for domestic wires and after 11:30am for international wires on these days will be processed the next business day. Requests made after 2:30pm on Friday and requests made on Saturday will be processed on Monday (with the exception of Holidays) or the next business day. For purposes of this disclosure business days are considered Monday - Friday. Holidays are not considered business days.
- The receiving financial institution may rely on the routing and transit number, even if it identifies a bank different from the named bank.
- The current dividend rate will be paid to the member on the account from which the funds transfer should have occurred or to which the funds transfer was deposited.
- The funds transfer and any applicable fees will be contained in the regular periodic statement from your Credit Union. There will not be a separate receipt provided unless requested by the member.
- Where the beneficiary is identified by name and account number, payments may be made on the basis of only an account number even if the number wrongly identifies someone other than the named beneficiary.

Credit Union Use Only

_____ **MSR Call Back Verification Completed By**

_____ **OFAC Confirmation # For Originator**

_____ **OFAC Confirmation # For Beneficiary
(or N/A if same as originator)**

_____ **OFAC Confirmation # For Receiving FI**

_____ **Funds Verified**

_____ **Members United Wire Sequence #**

_____ **Transfer to EC CAN#**

_____ **Transfer to FY CAN#**

_____ **Wire Completed By**

_____ **Second Approval By**

_____ **Wire Audited By**

Member Initials: _____