

Wire Transfer Request

**Instructions:**

- Fax completed Wire Transfer Request along with valid identification to 443-927-2062; Attention: Wire Department.
- Fax requests are accepted up to \$5,000; requests greater than \$5,000 must be completed in branch.
- Cut-off time for International Wires is 2:00 p.m. Eastern Standard Time. (For business members only.)
- Cut-off time for Domestic Wires is 3:30 p.m. Eastern Standard Time.
- Wires received Monday through Friday, by the cut-off times listed above, will be processed by the close of business on the day received.
- Wire Processing Fees: Domestic \$20 and International \$35 (business members only).

Member/Wire Information:

Effective Date of Wire: _____ Time of Request: _____

Amount of Wire: _____ (\$ _____) U.S. Dollars

Member's Name: _____ Account #: _____

Member's Address: _____ Daytime #: _____

Information of Receiving Financial Institution:

Name of Financial Institution: _____

Address: _____

ABA # (Routing & Transit #) _____ SWIFT Code: _____

Account Information At Receiving Financial Institution:

Account Name(s): _____

Account #: _____ Beneficiary's Address: _____

Special Instructions: _____

I hereby request Municipal Employees Credit Union of Baltimore, Inc. (MECU), to charge my account as listed above for the amount of the wire and the wire fee. I understand that MECU is not responsible for any loss which may be sustained by acting upon my wire transfer instructions, except for a loss caused by MECU's error or omission; that recalled funds will be credited to my account only after the funds have been returned to MECU, and that tracer requests (at my expense) on overseas wires will be accepted after a fifteen (15) day period has elapsed.

Payment instructions identifying a beneficiary (receiver) by name and account number may be settled by account number, even if the name does not correspond to that account.

Payment instructions identifying an intermediary of the beneficiary's bank by name and routing and transit number may settle by account number, even if the name does not correspond to that number.

Fund/wire transfers may be governed under Regulation E or the Uniform Commercial Code (UCC), Article 4A, dependent upon the nature of the transaction. If a wire transfer is cleared through the Federal Reserve, the transaction will also be governed by Regulation J.

Member's Signature: _____ Date of Request: _____ ID: _____

***** Branch/Department Use Only*****

Initiated by (Print): _____ Authorized by (Print): _____

Signature: _____ Signature: _____

Branch: _____ Teller #: _____ x _____ Contact #: _____

*****Back Office Use Only*****

Input by: _____ Teller #: _____ Submitted to FED: _____

Call Back Date & Time: _____ Signature: _____

OFAC Checked? Yes

Approved By: _____

FED Data Input Complete: Yes

Signature: _____

Reviewer's Signature: _____

Identifying Info: _____