

# MEMBERS 1ST CREDIT UNION WIRE POLICY & PROCEDURES

Revised 12/2017

Approved 12/14/2017

## Exhibit "C"

### OUTGOING WIRE TRANSFER REQUEST – DOMESTIC & INTERNATIONAL

Members 1st Credit Union

PO Box 8245

Brattleboro, VT 05304

Follow the steps below to properly complete the Outgoing Wire Transfer Request form:

- Account Title – Member's name as it reads on system
- Account Number – Member's complete account number, including suffix
- Address – Member's address
- Member Signature – Requester's signature (must be an authorized signer)
- Telephone Number – Telephone Number where member can be reached for call-back – must be on system!
- DOB – Member's birth date
- SS# - Member's Social Security Number

Member Information:

Account Title: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Member Signature: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

All parties hereby agree to the terms and conditions of the Federal Regulation J and VT State Regulation UCC Title 9A, Article 4A, in addition to the ACH and Wire Transfer Policy in the Credit Union Membership and Account Agreement. The account will be debited on the date of the origination of the Wire Transfer Request. A wire transfer can be requested during the Credit Union's business hours. The Credit Union will process the same day outgoing transfers up until 2 pm. Wire transfer requests received after this cut-off time will be processed the next business day. The Credit Union is not responsible for any delays in crediting the beneficiary account due to the receiving bank policies. It is the receiver's responsibility to process the received request in a timely manner. The member understands that once a wire is initiated, the Credit Union has no further responsibility. Wire transfers are instant and irrevocable and cannot be withdrawn. The Credit Union will assess a fee for all outgoing transfers as disclosed in the Credit Union Fee Schedule.

- Amount of Wire Request – Dollar amount of wire request
- Receiving Bank Name – Financial Institution or Bank name
- Receiving Bank ABA/SWIFT Code – Financial Institution's ABA number or SWIFT Code

Wire Transfer Information: Amount of Wire Request: \_\_\_\_\_  
Receiving Bank Name: \_\_\_\_\_  
Receiving Bank ABA/SWIFT Code: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

- Bank Address – Receiving Bank's address
- Receiving Bank Name – Financial Institution or Bank name if an Intermediate credit
- Receiving Bank ABA/SWIFT Code – Financial Institution ABA or SWIFT Code if Intermediate credit
- Bank Address – Intermediate Bank address

Intermediate Credit To:

Receiving Bank Name: \_\_\_\_\_  
Receiving Bank ABA/SWIFT Code: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

- Receiving Account Title – Title on account receiving the funds
- Receiving Account Number – Account number receiving the funds
- Receiver Address – Address of Individual/Company receiving funds

Final Credit to:

Receiving Account Title: \_\_\_\_\_  
Receiving Account Number: \_\_\_\_\_  
Receiving Address: \_\_\_\_\_

Employee Signature – Signature of employee taking/receiving request: \_\_\_\_\_  
Date request is taken/received: \_\_\_\_\_ Time request is taken/received: \_\_\_\_\_

Method of Wire request:  In Person  By Fax

Amount of Wire Transfer Request: \_\_\_\_\_ Amount from current Fee Schedule: \_\_\_\_\_

- Verified Signature – Check box once signature has been verified to Membership Card
- Call-back to member for faxed request – Check box once confirmed telephone call has been made
- OFAC Check – Check box once Sender, receivers and intermediates have been checked against OFAC (EPL system)

Employee Signature – Signature of employee submitting wire via Tricorp: \_\_\_\_\_

Employee Signature – Signature of employee verifying/approving wire via Tricorp: \_\_\_\_\_

Time – Time wire request is submitted via Tricorp: \_\_\_\_\_

Tricorp Verification Number – Wire sequence number on Tricorp: \_\_\_\_\_