



Wire Transfer Form Instructions

To ensure smooth and timely processing of your wire transfer, please have the following information completed on the Wire Transfer Request form when placing a wire request:

Caution: Incorrect information may delay the wire transfer processing

Section 1 – Member Information (Remitter Information)

- Member's Name – Your full name.
- MEFCU Account Number & "S" Type – Your account to be charged for the outgoing wire.
- Address – Enter Street, City, State and ZIP Code.
- Best phone number to reach you in the next 24 hours – (Home, Work, Cellular phone, etc.).

Section 2 – Amount to be wired

- Amount of Wire: Enter amount to be wired.
- Wire fee: please refer to the current Schedule of Account Fees.
- Total Debit from Account: Wire amount plus the wire fee.

Section 3 – Recipient's Information

- Recipient's Name – The person or party to receive credit or to be paid as a result of the wire transfer.
- Recipient's Account Number – The account number of the recipient at the receiving Financial Institution.
- Recipient's Address – Enter the address of the recipient, including Street, City, State and ZIP Code.

Section 4 – Receiving Financial Institution's (FI) Information

- ABA/Routing Number – The American Bankers Association Routing number (must be 9 digits) of the receiving Financial Institution. **Note: The ABA/routing # on the bottom of a check may not be the ABA/Routing # for receiving a wire transfer. Always verify wiring instructions with the Recipient and/or Receiving Financial Institution before completing this section.**
- Financial Institution Name – The Financial Institution where the wire will be sent.
- Financial Institution Address – City and State of the receiving Financial Institution.

Section 5 – (If applicable) Correspondent Financial Institution (FI) Information – *This section is only required when the recipient's Financial Institution cannot receive wires directly.*

- ABA/Routing Number – The American Bankers Association Routing number (must be 9 digits) of the corresponding Financial Institution.
- Correspondent Financial Institution Name – The Correspondent Financial Institution that acts as the financial agent for the recipient's receiving Financial Institution.
- Correspondent Financial Institution Address – City and State of the Correspondent Financial Institution.
- Account Number – Your Financial Institution's account number with the Correspondent Financial Institution.

Member/Joint Member's Signature – Your signature or the joint owner's signature is **required** to give Marriott Employees' Federal Credit Union authority to transact the outgoing wire transfer.

ALL INFORMATION MUST BE COMPLETE AND CORRECT. PLEASE PRINT LEGIBLY AND FAX BACK ONLY THE WIRE TRANSFER REQUEST FORM TO: (301) 634-5183.

Deadline for outgoing wire transfer is 1:15 p.m. ET (Eastern Time)



Marriott Employees' Federal Credit Union Wire Transfer Request Form

ALL INFORMATION MUST BE COMPLETE AND CORRECT. RETURN THIS FORM TO: FAX (301) 634-5183

Deadline for same business day wire transfer is 1:15 pm ET (Eastern Time)

We may call back any member who requests a wire for additional verification. There may be a delay or the request may be cancelled if the information cannot be verified. Wire requests received after 1:15 pm ET will be processed the next business day.

1. Member Information:

Member's Name: _____ Date of Request: _____ Time of Request: _____

MEFCU Account #: _____ "S" Type: [] Savings [] Checking [] Money Market

Address: _____

City: _____ State: _____ ZIP Code: _____

Best Phone Number to reach you in the next 24 Hrs: _____

2. Amount of Wire: \$ _____ + Wire Fee: _____ = Total Debit from Account: _____

3. Recipient's Information (The person or party to receive credit):

Recipient's Name(s): _____ Recipient's Account #: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Remarks/Ref#: (optional) _____

4. Receiving Financial Institution (FI) Information:

ABA Routing #: _____ Financial Institution Name: _____

**The ABA/routing number on the bottom of a check may not be the ABA/Routing number for receiving a wire transfer. Please verify wiring instructions with the Recipient and/or Receiving Financial Institution.*

City: _____ State: _____

5. (If applicable) Correspondent Financial Institution (FI) Information:

ABA Routing #: _____ Financial Institution Name: _____

City: _____ State: _____

Account # of the Receiving Financial Institution with Correspondent FI: _____

I authorize Marriott Employees' Federal Credit Union to initiate this transfer of funds and to charge my account. I understand and agree that any fees, charges or commission levied by other institutions with respect to this transaction are my responsibility.

_____ **Member Signature/ Joint Owner Signature** _____ **Date**

FOR CREDIT UNION USE ONLY	In Person Verification	Government Issued Photo Identification Only
ID #: _____	Exp. Date: _____	ID Type: _____
Staff Name (Printed): _____	Date: _____	Time: _____
Staff Signature: _____		