



**Request For Outgoing Wire Transfer Agreement**

*The wire request will not be processed if the form is incomplete nor if the information has been altered.  
Must be submitted with a clear copy of your driver's license*

Date: \_\_\_\_\_

I, \_\_\_\_\_, authorize XCEL Federal Credit Union to deduct from account  
(Print Full Name)  
number \_\_\_\_\_, the amount of \$ \_\_\_\_\_, (same as)  
\_\_\_\_\_ Dollars, plus a wire transfer fee of \$25.00  
(Written Amount)

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature of Member

**Member's Information:**

Address\* \_\_\_\_\_

City, State and Zip Code\* \_\_\_\_\_

Daytime Telephone Number\* \_\_\_\_\_

*(To be contacted in case of difficulty)*

**Wiring Instructions**

Receiver Financial Institution Name\* \_\_\_\_\_

Receiver Financial Institution (ABA Routing Number)\* \_\_\_\_\_

Receiver Financial Institution City and State\* \_\_\_\_\_

Beneficiary Account Number (Person or Company Recv)\* \_\_\_\_\_

Beneficiary Name\* \_\_\_\_\_

Beneficiary Street Address\* \_\_\_\_\_

Beneficiary City, State and Zip Code\* \_\_\_\_\_

Beneficiary FI Account # (Financial Institution  
to receive, if additional to above) \_\_\_\_\_

Beneficiary Financial Institution Name \_\_\_\_\_

Beneficiary Financial Institution Address \_\_\_\_\_

Details/Special Instructions \_\_\_\_\_

**XCEL Federal Credit Union Use Only**

Verified by (Teller # and Initials): \_\_\_\_\_ Branch: \_\_\_\_\_ Date & Time: \_\_\_\_\_

ID Verified & OFAC Passed (Teller # and Initials): \_\_\_\_\_

Call back (**only if faxed or emailed and over \$2,500**): \_\_\_\_\_ (Teller # and Initials): \_\_\_\_\_

Wire debited and fee debited (Teller # and Initials): \_\_\_\_\_

Wire called or entered in Accounting (Teller # and Initials): \_\_\_\_\_ Date & Time: \_\_\_\_\_

**Note:** Generally, XCEL Federal Credit Union (the "Credit Union") anticipates that when a wire transfer request is received in our office by 2:00 PM on a business day (Monday through Friday), the corresponding credit to the beneficiary's account number, as indicated on this form, will usually be processed the same day, depending on the other financial institution. Any wire request received after 2:00 PM on a business day, or on a Saturday, Sunday or Federal Holiday will usually be processed the next business day. However, to any extent allowable by applicable law, the Credit Union will not be responsible for losses, damages or inconvenience to any party for any processing error, delay, or failure of a wire transfer when such occurrence is beyond our control. The Credit Union reserves the right to assess and collect all applicable fees and charges even when a party has suffered losses or damages or has been inconvenienced by any party.