



**WIRE TRANSFER REQUEST FORM • 800-232-6728**

**IMPORTANT!**

1. Your request will not occur until we have received all required information (asked below), and the fee has been paid.
2. Deadline for a domestic wire to be processed and received on the same day (generally) is 3:30 PM; deadline for an international wire to be processed on the same day is 11:00 AM—it may take several days/weeks for the funds to be received.

**MEMBER/ORIGINATOR INFORMATION——ALL FIELDS REQUIRED**

Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Street Address: (No PO Box allowed) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Wire amount: \$ \_\_\_\_\_ Wire fee: \$ \_\_\_\_\_  
 Source of Funds:  Withdraw from account # \_\_\_\_\_  Cash  Check (needs mgr approval)

**RECEIVING INSTITUTION INFORMATION——ALL RELATED FIELDS REQUIRED**

Institution Name: \_\_\_\_\_  To pre-set wire code  
 Street Address: (No PO Box allowed) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
**Domestic Only;** ABA/Routing & Transit #: \_\_\_\_\_  
**International Only;** SWIFT-BIC/Sort#: \_\_\_\_\_  
**International Only;** IBAN #: \_\_\_\_\_

**Required only if going to other institution before FINAL CREDIT INFORMATION destination  
 FURTHER CREDIT/INSTITUTION INFORMATION**

Institution Name: \_\_\_\_\_  
 Account #: \_\_\_\_\_  
 Street Address: (No PO Box allowed) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**FINAL CREDIT INFORMATION——ALL FIELDS REQUIRED**

Credit to Name: \_\_\_\_\_  
 Account #: \_\_\_\_\_  
 Street Address: (No PO Box allowed) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**SPECIAL INSTRUCTIONS, IF ANY**

I would like to set up a recurring wire transfer (I still need to be available for a callback verification each time)

**Originator's Signature——REQUIRED**

By signing below, I agree to the *Outgoing Wire Terms and Conditions* that accompany this form (on reverse or attached).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Joint Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint signature required for recurring wire transfer set-up

**OAK TRUST USE ONLY BELOW THIS POINT**

To be completed by Oak Trust employee taking wire		Employee name: _____	
Method of Request (faxed or email requests must have managers initials)		<input type="checkbox"/> In Person at Branch	<input type="checkbox"/> Faxed or Email _____ Mgr initials
Originator's ID Type: _____		ID #: _____	Issued by: _____
Funds & ID appvd by Signature	_____	If funds not guaranteed, 2 <sup>nd</sup> Signature (mgr)	_____
Accounting use only (PRINT your name AND initial)		Date wire executed: _____	
Wired by: _____	Verified by: _____	Callback veri by: _____	
Call back #: _____	Source of verification: _____	Time of callback: _____	
OFAC on Mbr veri by: _____	OFAC on Rec Inst veri by: _____	OFAC on Final Cr Name veri by: _____	
OFAC or other comments: _____			

## OUTGOING WIRE TERMS AND CONDITIONS

The signing member authorizes Oak Trust Credit Union (Oak Trust) to transfer funds (a "funds transfer") as shown on the page 1 of this Wire Transfer Request form. Please read the Oak Trust Deposit Rate & Fee Schedule for any fees associated with a wire transfer. Oak Trust is not liable for failure to act or delay acting on a wire transfer request because of legal constraints, signing member's negligence, interruption of communication facilities, equipment failure, emergency conditions, violation of any guidelines, rules or regulations of any government authority; or other circumstances beyond Oak Trust's control. Oak Trust is not liable for consequential, special or exemplary damages or losses of any kind. Wire transfer requests cannot be canceled. Efforts to act on requests for cancellations will be made, but Oak Trust is not liable if, for any reason, this funds transfer is not amended or canceled. The signing member agrees to reimburse Oak Trust for any costs, losses, or damages that are incurred in connection with requests to amend or cancel payment orders. A refund of money from a cancellation of this funds transfer will take place once Oak Trust determines that the beneficiary has not received the funds and the funds are returned to Oak Trust. The refund may not be equal to the amount of the original funds transfer due to charges that may be imposed by other financial institutions. Domestic requests received prior to 3:30 P.M. (CST) and international requests received prior to 11:00 A.M. (CST) will be transmitted on the same day. All domestic wire transfer requests received after 3:30 P.M. (CST) and international wire transfer request received after 11:00 A.M. (CST) will be transmitted on the next business day based on Oak Trust's operational hours. Signing member must accurately identify beneficiaries of this wire transfer request. Oak Trust and receiving financial institutions may process this wire transfer request based only on the account number listed on this wire transfer request. Oak Trust and receiving financial institutions may also process the wire transfer request based only on the financial institution's identifying number listed on this wire transfer request. All wire transfer charges apply. Fedwire is the funds transfer system of the U.S. Federal Reserve Banks. Oak Trust or other financial institutions involved may use Fedwire to make the funds transfer. If any part of the funds transfer is carried by Fedwire, the signing member's rights and obligations regarding the funds transfer are governed by Regulation J of the U.S. Federal Reserve Board. When the signing member issues a wire transfer request, the security procedures involve use of identification methods that may involve photo identification, signature identification and/or call back procedure by Oak Trust. The signing member authorizes Oak Trust to debit the account listed on the front of this wire transfer request. When sending wires to a beneficiary in a foreign country, Oak Trust will send the funds in the currency stated by the member on the wire request form; if the member has not stated what currency to send the funds in, Oak Trust will send the funds in U.S. currency. The signing member should be aware that funds sent outside the US would probably not be retrievable. It is important therefore that the information given by the member is error-free. The funds transferred from the account will be registered on the signing member's monthly or quarterly account statement. If there are any unauthorized or erroneous debits from the signing member's account, or any other discrepancies, the signing member is required to send us written notice, including a statement of relevant facts, within 14 calendar days after receiving the account statement listing the funds transfer. If the signing member fails to notify Oak Trust within 14 days of receiving the statement listing the funds transfer, Oak Trust is not liable or obligated to compensate the member for any loss of interest or interest equivalent because of unauthorized or erroneous debits.