



**** PHOTO IDENTIFICATION/DRIVER'S LICENSE REQUIRED ****

Present your photo identification to a Credit Union staff member for validation.

ID Type: _____ Validated By: _____

All fields marked with an asterisk * are mandatory and must be supplied by the member or the wire request will be denied.

1. *Date: _____ Domestic Wire Fee is \$15. International Wire Fee is \$35.
2. *Amount of Wire: _____ **Do you qualify for *My Advantage*? Yes _____ NO _____

RECEIVER DETAILS

3. *Name of Beneficiary/Recipient: _____
4. *Beneficiary/Recipient Account Number: _____
5. *Address of Beneficiary/Recipient: _____
*City: _____ *State/Province: _____ *Country: _____
6. Reference Information (if applicable): _____

RECEIVING INSTITUTION DETAILS

7. *Name of Receiving Financial Institution : _____
*a: For Domestic Wires – Receiving Bank 9 Digit ABA/Routing #: _____
*b: For International Wires – US Corresponding Bank ABA/Routing #: _____
*c: For International Wires – US Corresponding Bank Name: _____
*d: For International Wires – BIC (Bank Identification Code, a.k.a. SWIFT): _____
*e: To European Union Only – IBAN (International Bank Account Number): _____
8. *Receiving Financial Institution Address: _____
*City: _____ *State/Province: _____ *Country: _____
9. Intermediary/Beneficiary Financial Institution (if applicable): _____
a: Intermediary/Beneficiary FI Account #: _____

MEMBER DETAILS

10. *Member's Name (please print): _____
11. *Member's Credit Union Account #: _____
*Please indicate which of the following: checking _____; savings _____; other _____
12. *Member's Daytime Phone #: _____

Please be aware that transfers of \$7,500.00 or more will require telephone confirmation by the Accounting Department. Any transfer faxed directly to the Accounting Department by the member will also require telephone confirmation. Due to increased security procedures, an inquiry with the Office of Foreign Asset Control (OFAC) may delay the processing of this transfer. By signing this agreement, you authorize the Credit Union to transfer funds as described herein and debit your account in the amount transferred. You also authorize the Credit Union to have the fee shown above drawn out of the same account from which the wire is done. Fax completed forms to 215-996-3776.

13. *Member's Signature: _____

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FOR ACCOUNTING DEPARTMENT USE ONLY

Telephone Callback by: _____ OFAC: _____ Template: _____

Entered by: _____ Method: _____ Time: _____

Verified by: _____ Reference #: _____

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WIRE TRANSFER SUPPLEMENTAL INSTRUCTIONAL GUIDE

This form is designed to aid in the completion of the Wire Transfer Request and Fee Agreement application. Please read over the instructions carefully. Each line item on the agreement is identified below with a brief description and/or purpose of the information. Those line items identified with an (*) asterisk are mandatory fields, and must be supplied at the time of application or the transfer request will be denied. Fax completed forms to 215-996-3776.

****IDENTIFICATION REQUIRED****

- If this form is faxed directly to the Accounting Department, please supply a copy of your driver's license or another form of photo ID with signature.
- If this form is completed at a branch office, please present your photo ID to a Credit Union staff member for validation.

1. **Date*** is the date the wire is to be sent.
2. **Amount of wire*** is the dollar amount that the member wishes to send, excluding the wire fee.
3. **Name of Beneficiary/Recipient*** is the person or party receiving the wire.
4. **Beneficiary/Recipient Account Number*** is the account number at the receiving institution to which the funds are to be credited. This must correspond with number 3.
5. **Address of Beneficiary/Recipient*** is the exact location of said person or party.
6. **Reference Information** or messages may be added pertaining to the beneficiary.
7. **Name of Receiving Financial Institution*** identifies the financial institution that will receive the funds for final deposit to the beneficiary. This also applies to International Wires.
 - a. **Domestic Wire Receiving Bank ABA Number*** is the routing number of the bank that will receive the funds. This is a nine digit number (no exceptions).
 - b. **International Wire – US Corresponding Bank ABA Number*** is the routing number of the US Correspondent Bank. Again this number is nine digits (no exceptions).
 - c. **International Wire – US Corresponding Bank Name.*** International wires are processed or payable through a US Correspondent located most often in New York. **Merck Sharp & Dohme FCU is never the US Corresponding Bank.**
 - d. **International Wire – BIC a.k.a. Swift Codes*** are identification numbers unique to each foreign institution. Most foreign banks receive funds using a Swift Code. Many banks in the United Kingdom use a six digit Sort Code.
 - e. **European Union Only*** – Transfers made to accounts within the European Union must be presented using an IBAN or International Bank Account Number. These numbers can only be supplied by the recipient or receiving financial institution.
 - **If any other relevant wire instructions are available from the receiving financial institution, please forward them along with the completed wire transfer agreement form.**
8. **Location of Receiving Bank*** - Please supply full address.
9. **Intermediary/Beneficiary Financial Institution** is sometimes used for further credit. An example would be a Mortgage Company or an Investment Brokerage firm.
 - a. **Intermediary/Beneficiary FI Account Number.** This number identifies the institution.
10. **Member's Name*** - Please print full name.
11. **Member's Account Number*** – Please provide account number with MSDFCU and indicate whether the funds should be debited from Checking, Savings, or another sub-account.
12. **Member's Daytime Phone Number*** – Please provide a number where the member can be reached immediately. This number will be used for telephone callback confirmations, or for any other questions or issues the Accounting Department may have in trying to process the wire.
13. **Member's Signature*** – All applications must be signed in order to be processed.