

# Outgoing Wire Transfer Request Form

All fax and mail requests must be processed through the Contact Center. Send a fully completed Outgoing Wire Transfer Request Form along with a clear copy of your valid **government issued identification** to fax number 310.726.7530 or mail to Xceed Financial Federal Credit Union, Attn: Operations, 888 N. Nash Street, El Segundo, CA 90245. A representative will contact you to perform an identification process prior to completing this wire request. For assistance, call 800.932.8222.

**In Person Requests:** In Person outgoing wire transfer requests may be processed at any local Xceed Financial Center.

**Wire Cut Off times:** In Person, Fax and Mail requests must be received no later than **12 p.m. PST** for both Domestic and International Outgoing Wires. If we receive your request after our processing cutoff hour or on a Saturday, Sunday, or holiday, we may process it on the next business day.

## Step 1 - Originator Information

Requested Wire Date \_\_\_\_\_ Wire Amount (US Dollars Only) \_\_\_\_\_

Wire Type (Check One)  Domestic  International

Account Number to Debit \_\_\_\_\_

Purpose of Wire \_\_\_\_\_

Originator Name (Member / Joint Owner / Authorized Signer) \_\_\_\_\_

Originator Address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

## Step 2 - Payment Instructions

Wire to Beneficiary Bank Name (BBK) \_\_\_\_\_

Beneficiary Bank Address (BBK ADDR) (If foreign bank address, please include both city and country information) \_\_\_\_\_

Beneficiary Bank's Routing Number (domestic) or Swift Code (international). If foreign bank address, please include both CITY and COUNTRY information. \_\_\_\_\_

If applicable - Intermediary Bank Information (IBK) (Routing/ABA, SWIFT/BIC) \_\_\_\_\_

## Step 3 - Beneficiary Information

**Credit to:** Beneficiary Name (BNF) \_\_\_\_\_

Beneficiary Account Number (BNF AC#) \_\_\_\_\_

Beneficiary Address (BNF ADDR) \_\_\_\_\_

Beneficiary Phone Number \_\_\_\_\_

Message or Reference - Originator to Beneficiary Information (OBI) \_\_\_\_\_

## Originator's Authorization

**I authorize Xceed Financial Federal Credit Union to transfer funds as shown on this outgoing wire transfer request form. By signing below, I agree to and acknowledge that I have read and understand the Funds Transfer Terms provided in page 2 of this form.**

\_\_\_\_\_  
Originator's Signature (Member/Joint Owner/Authorized Signer)

\_\_\_\_\_  
Today's Date

## CREDIT UNION USE ONLY

Originator's ID

ID Type \_\_\_\_\_ Issued By \_\_\_\_\_

Serial Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Request Type  In Person  Fax  Mail Fee Amount \_\_\_\_\_

Wire Request Accepted By (Print Name & Signature) \_\_\_\_\_

Date Wire Executed \_\_\_\_\_ Date Request Accepted \_\_\_\_\_

Time Request Accepted \_\_\_\_\_ Department Contact Number \_\_\_\_\_

Approved By Name \_\_\_\_\_

Approved By Signature \_\_\_\_\_

Additional OFAC Review Conducted By \_\_\_\_\_

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## Funds Transfer Terms

1. I authorize Xceed Financial Federal Credit Union ("Credit Union") to transfer funds as shown on this wire transfer request form. I agree to hold the Credit Union harmless from any loss which occurs if my instructions are incomplete, ambiguous or incorrect. The Credit Union is not required to seek clarification from anyone regarding ambiguous instructions. If the Credit Union cannot complete a transfer (e.g. because of ambiguity), the Credit Union will deposit the funds into the account where funds were originally debited.
2. I am responsible for the accuracy of the information. If I identify the beneficiary, the beneficiary bank or an intermediary bank by name and number, payment of the order may be made based on the number alone, even if it identifies a person or bank different from what is shown on this wire transfer request form.
3. The Credit Union will send the funds by any funds transfer payment system or intermediary bank at its discretion. If the wire transfer request is for payment in a foreign country, the Credit Union may execute the wire transfer request in such foreign country's currency at the Credit Union's buying rate of exchange for U.S. dollars when the transfer is affected.
4. I understand that there is a fee associated with sending a wire (see Services and Schedule of Fees), and I agree to promptly pay all charges imposed by the Credit Union in accordance with this wire transfer request. The funds may be withdrawn from any of my accounts at the Credit Union when the wire is sent. Sufficient available funds must be in my Credit Union account at the time of request. The Credit Union reserves the right to employ verification methods (e.g., telephonic call-back) prior to processing any wire transfer request in order to ensure its authenticity.
5. Credit to the beneficiary's account is still dependent on the receiving institutions after they have received the funds. A delay may also occur if an intermediary bank or the beneficiary's bank is not accepting a payment order (e.g., due to a local holiday).
6. For domestic wire transfers and international wire transfers requested by a business, there is no right to cancel or amend the wire transfer request. For international wire transfers requested by a consumer, I have a right to cancel my funds transfer via written or verbal request within 30 minutes after I pay for the transaction, as long as (i) the funds have not yet been picked up or deposited into a recipient's account and (ii) I provide the Credit Union with specific recipient contact information and enough information to help the Credit Union identify the transfer I wish to cancel, including the amount and location where the funds were sent.

The Credit Union, at its option, may attempt cancellation or amendment if this wire transfer request has been acted on, but will have no liability if the cancellation or amendment is not effectuated. In any event, the Credit Union will not credit funds until the Credit Union confirms the recipient has not received funds, and any funds transmitted have been returned. The Credit Union has no obligation to re-execute any rejected or returned wire transfer request. The Credit Union will credit any account following return or rejection. Any credit may not be equal to original amount due to, for example, differences in foreign currency exchange rates, wire fees, and expenses of the Credit Union or other institutions. In addition, the Credit Union will have no obligation to pay dividends on any cancelled, returned, or rejected wire transfer request.

7. I understand that the processing of my wire transfer request may be delayed or rejected, without liability to the Credit Union, for circumstances beyond the Credit Union's reasonable control or if the requested transfer: (1) is incomplete; (2) may exceed the collected, verified, and available funds on deposit in the designated account; (3) is either not authenticated to the Credit Union's sole satisfaction or the Credit Union believes such request may not have been authorized by me; (4) would cause the Credit Union to violate a law, regulation, or a government guideline or program; or (5) is not in accordance with any other requirement stated in this agreement or is objectionable to the Credit Union for any other reason in the Credit Union's sole discretion. I understand and agree that you shall incur no liability for any loss occasioned by your refusal to accept any wire transfer requests.
8. The Credit Union's obligation is limited to engaging in the wire transfer transaction as instructed by me pursuant to this wire transfer request. In performing its obligations hereunder, the Credit Union will be liable only to me if I have suffered a loss caused solely and directly by the Credit Union's gross negligence or willful misconduct. Such liability will be limited to the amount of the wire transfer request plus lost dividends or as otherwise required by law. The Credit Union is not responsible to any transferee, beneficiary, or other party as a result of this wire transfer request nor shall the Credit Union be liable for insolvency, neglect, misconduct, mistake, or default of another institution or person. Under no circumstances will the Credit Union be liable for any consequential, incidental, exemplary, special or indirect damages, losses, attorney's fees, costs, or expenses that may be suffered, sustained, or incurred by reason of this wire transfer request.
9. I hereby agree to indemnify and hold the Credit Union harmless from and against any loss, claim, damage, liability, attorney's fees, costs, and expenses arising out of or resulting from, directly or indirectly, in whole or in part, any action taken by the Credit Union in reliance upon this wire transfer request.