

# Outgoing Domestic Wire Transfer Instructions

Please fill in your information, print out completed form, and sign before returning to the credit union.

The fee for domestic wire transfers is \$15 per wire. The amount of the wire, plus the \$15 fee, may not take the balance of your savings account below \$25 or the balance of your checking account below \$0.

**Please note: Purina Credit Union shall not be liable for any loss or damage resulting from the following:**

1. Errors or delays in the transmission or delivery of the wire due to incorrect/incomplete instructions from the Member.
2. Failure to locate or error in identifying the named beneficiary through no fault of Purina Credit Union.
3. Insufficient funds in the Member's account.
4. Wire transfer system failure, either human or electronic, beyond the control and scope of Purina Credit Union.
5. Extraordinary circumstances, such as fire, flood, earthquake, etc.
6. Other exceptions, as stated in Purina Credit Union's Member agreement.

**IMPORTANT MESSAGE:** Please contact the receiving financial institution for wire transfer instructions.  
Routing numbers on the bottom of checks are often not accurate for the purpose of wire transfers.

## Step 1 – Member Information

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

Account # to be debited \_\_\_\_\_

Select one:     Savings    Checking

Wire amount: \$ \_\_\_\_\_

## Step 3 – Beneficiary (Receiver) Information

Who is going to finally receive the wire?

**Final credit to:**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Account # \_\_\_\_\_

Reference information (if applicable) \_\_\_\_\_

## Step 2 – Financial Institution Information

What credit union(s) or bank(s) is the wire going to?

Name \_\_\_\_\_

City & State \_\_\_\_\_

ABA/Routing # \_\_\_\_\_  
(Must be 9 digits and online with the Federal Reserve Bank)

**Further credit to (if applicable):**

Name \_\_\_\_\_

City & State \_\_\_\_\_

ABA or account # \_\_\_\_\_

## Step 4 – Disclosure & Member's Signature

I have read the above disclosure, and I confirm that the above wire transfer information is correct. Please debit my account for the \$15 domestic wire transfer fee. I understand that domestic wire transfer requests received by Purina Credit Union after 2:45 p.m. CST will be processed on the following business day.

Member's signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime phone # \_\_\_\_\_

### To be completed by PCU staff only

- |  |  |
|--|--|
| 1) Member appeared in person<br>ID checked <input type="checkbox"/>  | 3) Telephone request<br>Identifying information verified <input type="checkbox"/><br>Call-back confirmation<br><input type="checkbox"/> Pos. <input type="checkbox"/> Neg. <input type="checkbox"/> N/A<br>Instruction form on file <input type="checkbox"/> |
| 2) Correspondence/Fax<br>Signature checked <input type="checkbox"/><br>Call-back confirmation<br><input type="checkbox"/> Pos. <input type="checkbox"/> Neg. <input type="checkbox"/> N/A<br>Instruction form on file <input type="checkbox"/> | <i>Wire received by</i><br>Employee: _____<br>Date: _____ Time: _____  |

### For PCU accounting use only

Entered by: \_\_\_\_\_ Reference #: \_\_\_\_\_  
Date: \_\_\_\_\_ Verified by: \_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_



1045 Chouteau Ave., St. Louis, MO 63102  
(314) 982-2888 • (877) DIAL PCU • Fax (314) 982-2399

[www.purinacu.org](http://www.purinacu.org)