

MCECU INSTRUCTIONS FOR OUTGOING WIRE

**\*\*To Be Completed by Member:**

ACCOUNT# \_\_\_\_\_ NAME \_\_\_\_\_ AMOUNT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE# \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Memphis City Employees Credit Union has an \$20.00 fee for outgoing domestic wires. The receiving institution may also have an additional fee.

**\*\*To Be Completed by Branch Personnel:**

In Person Request \_\_\_\_\_

Phone/Fax Request \_\_\_\_\_ /call back # in system \_\_\_\_\_

How Verified \_\_\_\_\_

Branch \_\_\_\_\_ Teller# \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

AMOUNT TO BE WIRED: \_\_\_\_\_ FEE \_\_\_\_\_ TOTAL \_\_\_\_\_

CASH \_\_\_\_\_ /ACCOUNT AND SUFFIX # \_\_\_\_\_

\*\* PURPOSE FOR WIRE: \_\_\_\_\_

**CREDIT:** NAME OF BANK \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

ABA ROUTING # \_\_\_\_\_

**FURTHER CREDIT:** (if applicable) \_\_\_\_\_

**FINAL CREDIT:** NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

REFERENCE: (IF APPLICABLE) \_\_\_\_\_

**To Be Completed by Operations Dept:**

Amount and GL Verified by: \_\_\_\_\_ OFAC \_\_\_\_\_

Wire Initiated by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Wire Verified by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_