



**D.C. Teachers Federal Credit Union  
Fund/Wire Transfer Request Form**

Wire request must be received by 3:00 p.m. for same day transmission

**A. Wire Received:** \_\_\_ In person \_\_\_ Fax \_\_\_ Telephone \_\_\_ Email

**B. Time Received:** \_\_\_\_\_

**C. ORIGINATOR:**

Account Holder: \_\_\_\_\_ **Account No.:** \_\_\_\_\_  
 Street Address: \_\_\_\_\_ **Phone No.:** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**D. WIRE AMOUNT:**

Written Amount: \_\_\_\_\_ In Dollars: \$ \_\_\_\_\_  
 [ Fee \$20.00 International Fee \$50.00 ]

**E. CORRESPONDING BANK INFORMATION:**

Receiving Bank: \_\_\_\_\_ ABA No.: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_

**F. BENEFICIARY INFORMATION**

Beneficiary Name: \_\_\_\_\_  
 Beneficiary Address: \_\_\_\_\_  
 Acct. No. to Credit: \_\_\_\_\_  
 Further Credit To: *(If applicable)* \_\_\_\_\_

*Transfers may settle by the beneficiary bank's routing number and the beneficiary's account number, even if the name provided for the beneficiary bank and/or beneficiary account do not match.*

**G. SIGNATURES:**

Member Signature (Original Required): \_\_\_\_\_ Date: \_\_\_\_\_  
 Credit Union Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Credit Union Use Only**

**H. Member ID Verification:**

Identification: (Govnt. Issued ID Only) \_\_\_\_\_  
 Telephone Authentication - (Qualifier 1) \_\_\_\_\_  
 Telephone Authentication - (Qualifier 2) \_\_\_\_\_

**I. Security Procedures: (refer to remarks screen)**

Password: \_\_\_\_\_ Call Back Procedures > \$5,000.00: Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**J. Account Verification**

Customer's Identity &  
 Original Signature Verified By: \_\_\_\_\_ Available Balance Verified By: \_\_\_\_\_ OFAC Verification Completed and Attached By: \_\_\_\_\_  
 Date Call Back Number Last Changed: \_\_\_\_\_ Management Approval: \_\_\_\_\_

**Provide member with a copy of the completed wire request form**

<b>K. ACCOUNTING USE ONLY:</b>			Date Received	Time Received	
Initiated By	Verified/Approved By	Transmittal Attached			
wire Transfer Log Updated >\$1,000.00	Date Completed	<b>Completed Form Scanned</b>			