



Better banking. Higher purpose.

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## OUTGOING WIRE TRANSFER

Please complete electronically, or if printed use black ink only. Definitions for each section are provided on page 2.

### 1) WIRE TEMPLATE DETAILS

☐ ONE-TIME WIRE ☐ NEW TEMPLATE (New templates require a one week set up time) ☐ EXISTING TEMPLATE

TEMPLATE NAME LAST DATE MAINTAINED

### 2) MEMBER DETAILS

MEMBER NAME REQUESTER NAME ACCOUNT NUMBER

### 3) TRANSACTION DETAILS

DATE WIRE REQUESTED (MM/DD/YYYY) PROCESSING DATE (MM/DD/YYYY)

☐ CONVERT TO FOREIGN CURRENCY

U.S. CURRENCY AMOUNT FOREIGN CURRENCY TYPE

OR

FOREIGN CURRENCY AMOUNT FOREIGN CURRENCY TYPE

### 4) BENEFICIARY DETAILS (REQUIRED)

BENEFICIARY NAME ACCOUNT NUMBER

BENEFICIARY ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

MESSAGE FROM MEMBER TO BENEFICIARY

### 5) BENEFICIARY FINANCIAL INSTITUTION DETAILS (REQUIRED)

☐ ACCOUNT NUMBER ☐ SWIFT CODE ☐ ROUTING NUMBER ☐ SORT CODE  
FINANCIAL INSTITUTION IDENTIFIER IDENTIFIER TYPE

FINANCIAL INSTITUTION NAME

FINANCIAL INSTITUTION STREET ADDRESS

### 6) RECEIVING FINANCIAL INSTITUTION DETAILS

FINANCIAL INSTITUTION'S 9-DIGIT ROUTING NUMBER FINANCIAL INSTITUTION NAME

FINANCIAL INSTITUTION STREET ADDRESS

MESSAGE FROM BENEFICIARY TO RECEIVING FINANCIAL INSTITUTION

### 7) INTERMEDIARY FINANCIAL INSTITUTION DETAILS (FOR INTERNATIONAL WIRE USE ONLY)

☐ ACCOUNT NUMBER ☐ SWIFT CODE ☐ ROUTING NUMBER ☐ SORT CODE  
FINANCIAL INSTITUTION IDENTIFIER IDENTIFIER TYPE

FINANCIAL INSTITUTION NAME

FINANCIAL INSTITUTION STREET ADDRESS

## 8) MEMBER AUTHORIZATION

It is hereby agreed that no responsibility shall be attached to AdelFi for any loss or damage resulting from errors, omissions, or delays in the transmission or delivery of this wire transfer. I acknowledge that any payment order executed by AdelFi will be subject to rules and regulation applicable to payment orders, including record-keeping and information transmittal requirements under the Federal Bank Secrecy Act and its implementing regulations and the Office of Foreign Assets Control (OFAC) requirements.

<b>X</b>	<b>X</b>		
MEMBER SIGNATURE	DATE	ADDITIONAL MEMBER SIGNATURE (IF NEEDED)	DATE

## 9) WIRE PURPOSE

(This information is for AdelFi records only and is not included in the wire details unless specifically requested.)

## 10) DEFINITIONS (FOR EACH SECTION)

### WIRE TEMPLATE DETAILS

**One-Time Wire:** A wire that will be sent only once to this location or beneficiary

**New Template:** Used for recurring wires sent on a regular basis to the same location and same beneficiary. For non-AdelFi Online wires, AdelFi will create a wire template.

**Existing Template:** For a wire that has been previously sent to the same location and beneficiary. Completion of the Template Name and Last Date Maintained is important.

**Template Name:** Name given by AdelFi when the first template was created. AdelFi will provide this information to member.

**Last Date Maintained:** Date assigned by AdelFi and requested here to ensure that the correct wire template version is being used for processing. AdelFi will provide this information to member.

### MEMBER DETAILS

**Member Name:** Name of account to be debited for this wire

**Requester Name:** Person requesting the wire (must be signer on the account)

**Account Number:** AdelFi account number for the above named account

### TRANSACTION DETAILS

**U.S. Currency Amount:** If completed, the wire will be sent in U.S. dollars

**Convert to Foreign Currency:** If checked, AdelFi will convert the U.S. dollar amount listed into foreign currency

**Foreign Currency Type:** Indicates the type of currency to use, other than U.S. dollars

**Foreign Currency Amount:** If completed, the wire will be sent in foreign currency

### BENEFICIARY DETAILS

**Beneficiary Name:** Persons or entity receiving the funds (exact spelling is required)

**Account Number:** Account number of person or entity receiving the funds

**Beneficiary Address:** Exact address of person or entity receiving the funds

**Message from Member to Beneficiary:** A special text message to be sent to the beneficiary

### FINANCIAL INSTITUTION DETAILS (BENEFICIARY, RECEIVING, AND INTERMEDIARY FINANCIAL INSTITUTIONS)

**Financial Institution Identifier:** How the financial institution is identified (i.e., can be letters, numbers, or both). A routing number may be used, if available.

**Identifier Type:** Indicates the type of identifier being supplied for the financial Institution named. This will aid AdelFi in locating the correct financial institution for delivery.

**Financial Institution Name:** The name of financial institution receiving the funds (Since not all branches are able to receive wires directly, please indicate the name of the main branch office, if known.)

**Financial Institution Street Address:** Exact address of financial institution receiving the funds

**Financial Institution Routing Number:** A nine-digit number that identifies the financial institution receiving the funds. This number must be a valid routing number accepted by the Federal Reserve Bank.

**Message from Beneficiary to Receiving Financial Institution:** A special text message to be sent to the receiving financial institution (e.g., messages such as a loan number or credit card number)

**Intermediary Financial Institution:** International wires will often use a U.S. financial institution as a receiving bank and a foreign bank as an intermediary to handle the wired funds.

### MEMBER AUTHORIZATION

**Signature Facsimile:** Check if a signature facsimile is used. Must be an authorized signer on the AdelFi account being debited.

**Member Signature(s):** Must be an authorized signer(s) on the AdelFi account being debited