



OUTGOING WIRE AUTHORIZATION

Please complete form in its entirety to successfully request a wire transfer. Read ALL instructions. For best results, contact the receiving institution and verify their routing number. In addition, ask if there are "Further Credit Instruction" needed.

All information provided in Section one (1) must agree with the account information on file at LCU. If it does not agree or you have made account address/phone changes in the last 30 days LCU is not allowed by law to wire funds. You cannot use a PO Box number for an address; you must use a physical, verifiable address.

Once you are finished and agree all information is correct, (INCORRECT information may delay the wire process) PRINT, SIGN, and DATE the form. You may mail or drop the completed form at the office for completion. A fee of \$15.00 for domestic wires or \$50.00 for international wires will be charged to your account.

DATE _____ WIRE AMOUNT _____ LCU ACCOUNT # _____

(1) Section One- Sending Member's Information

NAME: _____ HOME PHONE: _____
ADDRESS: _____ WORK PHONE: _____
CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____
DRIVER'S LICENSE # _____ STATE _____

(2) Section Two- Receiving Financial Institution Information

RECEIVING INSTITUTION: _____ ROUTING: _____
CITY: _____ STATE: _____ PHONE: _____

(3) Section Three-Further Credit Instructions

ACCOUNT NAME: _____ ACCOUNT#: _____

(4) Section Four-Beneficiary Information

NAME: _____ ACCOUNT# _____
ADDRESS: _____ CONTACT PHONE: _____
CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

Signature

Date

Internal use only - Employee Verification

Employee Call Back Verification

Staff Name: _____

Date: _____ Time: _____

Employee Transaction Verification Process

Staff Name: _____

Date: _____ Time: _____

Verification #: _____

