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## Wire Transfer Request Form

**Directions:** Complete and return this form by fax or in person

### Member Information *(member and account information from which to send funds)*

Date: \_\_\_\_\_

Local\*

International\*\*

Amount to be wired: \$ \_\_\_\_\_

Reason for wire: \_\_\_\_\_

Qside Account Number: \_\_\_\_\_

Savings

Checking

Money Market

Member name: \_\_\_\_\_

Member phone number: (       ) - \_\_\_\_\_

Member address: \_\_\_\_\_

city, state, zip: \_\_\_\_\_

### Receiver's Information *(institution and account information to receive funds)*

Bank name: \_\_\_\_\_

Bank address: \_\_\_\_\_

city, state, zip: \_\_\_\_\_

Bank ABA number: \_\_\_\_\_

Swift Code: \_\_\_\_\_  
*(international wires only)*

Chips #: \_\_\_\_\_  
*(international wires only)*

Recipient's name(s): \_\_\_\_\_

Recipient's address: \_\_\_\_\_

city, state, zip: \_\_\_\_\_

Recipient's account number: \_\_\_\_\_

Recipient's reference: \_\_\_\_\_

**\*LOCAL WIRE TRANSFERS:**

1. Processed Monday – Friday from 8:00am – 3:00pm
2. Requests received after 3:00pm are processed the next business day
3. A fee of \$15.00 will be charged for the wire. If your account does not have a balance equal to or great than the amount of the wire and the fee, the fee will be deducted from the amount to be wired.

**\*\*INTERNATIONAL WIRE TRANSFERS:**

1. Processed Monday – Friday from 8:00am – 12:00 noon
2. Requests received after 12:00 noon are processed the next business day
3. A fee of \$50.00 will be charged for the wire. If your account does not have a balance equal to or great than the amount of the wire and the fee, the fee will be deducted from the amount to be wired.

**Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_