



1073 Gezon Parkway SW
Wyoming, MI 49509
(844) 538-3325
Fax: (616) 538-2448
www.grccu.com

WIRE TRANSFER FORM INSTRUCTIONS

To ensure smooth and timely processing of your wire transfer, please have the following information completed on the Domestic Wire Out form when placing a wire request:

Caution: Incorrect information may delay the wire transfer processing. CU is not liable.

Section 1 – Member Information (Remitter Information)

- Member's Name – Your full legal name.
- GRCCU Account Number– Your account to be charged for the outgoing wire.
- Address – Enter Street, City, State and ZIP Code.
- Amount to be wired: \$_____
- Wire fee: please refer to the current Fee Schedule (\$15).
- Purpose: list the reason for doing this wire

Section 2- Receiving Institution

ABA/Routing Number – The American Bankers Association Routing number (must be 9 digits) of the receiving Financial Institution. **Note: The ABA/routing # on the bottom of a check may not be the ABA/Routing # for receiving a wire transfer. Always verify wiring instructions with the Beneficiary and/or Receiving Financial Institution before completing this section.**

- Financial Institution Name – The Financial Institution where the wire will be sent.
- Financial Institution Address – The address of the receiving Financial Institution.

Section 3- Beneficiary FI (not commonly used)

(Optional – This section is only required when the beneficiary's Financial Institution cannot receive wires directly.)

- ABA/Routing Number – The American Bankers Association Routing number (must be 9 digits) of the corresponding Financial Institution.
- Correspondent Financial Institution Name – The Correspondent Financial Institution that acts as the financial agent for the beneficiary's receiving Financial Institution.
- Correspondent Financial Institution Address – The address of the Correspondent Financial Institution.
- Account Number – Your Financial Institution's account number with the Correspondent Financial Institution. (This might be the routing # for the FI)

Section 4 – Beneficiary Information

- Beneficiary's Name – The person or party to receive credit or to be paid because of the wire transfer.
- Beneficiary's Account Number – The account number of the beneficiary at the receiving Financial Institution.
- Beneficiary's Address – Enter the address of the beneficiary, including Street, City, State and ZIP Code (cannot be P.O box).

Section 5- Instructions

Enter additional information you wish to relay to beneficiary or the Financial Institution



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DOMESTIC WIRE OUT FORM

ORIGINATOR

Date:	Time:	Amount:	Fee: \$15.00
Member Name:		Account Number:	
Address:			
Purpose:			

RECEIVING INSTITUTION

Name:	Routing Number:
Address:	

BENEFICIARY FI (Not commonly used)

Name:	Routing Number:	Account Number:
Address:		
Instructions:		

BENEFICIARY

Name:	Account Number:
Address:	
Instructions:	

The undersigned represents that the above information is correct and acknowledges responsibility for any errors resulting from incorrect or inaccurate information provided. The undersigned authorizes GR Consumers Credit Union (Credit Union) to use any means it deems suitable for the transmission of the funds and understands and agrees that in conducting this wire transfer, the Credit Union acts only as an agent. The undersigned hereby releases the Credit Union from all liability from any loss unless the loss arises out of the Credit Union's failure to exercise ordinary care, failure to act in good faith, or failure to act in accordance with the undersigned's instructions given pursuant to this Authorization. If the undersigned's Authorization identifies the beneficiary both by a name and bank account number and the name and number identify different persons, payment or cancellation of the order may be made solely based on the number. The Fedwire System may be used for this wire transfer. Federal Reserve Regulation J is the law covering Fedwire transactions. The Credit Union will not be liable to make any refund to the undersigned for canceled requests until after the Credit Union receives confirmation of the returned funds. The Credit Union has no influence or responsibility for fees or surcharges imposed by other financial institutions involved in the transfer of the funds. Wire transfer instructions received after 4:00 p.m. Eastern Standard Time, or on a day the Federal Reserve Bank observes as a holiday and the Credit Union is open for business, may be processed on the following business day. If a call back is necessary and the member cannot be reached this wire may not be processed. By signing below, you agree to our Wire Transfer Agreement.

Authorized Signature: _____ Date: _____

CREDIT UNION USE ONLY

ID Verified:	Wire Posted:	Fee Posted:	OFAC:
Staff Initial:		Date:	