



# Domestic Outgoing Wire Transfer Instructions

Wire transfer cutoff time is **1:00 PM PST**. Orders received prior to **1:00PM PST** will be transmitted same-day. Orders received after the cutoff time will be processed the next business day we are open. Orders cannot be processed until we speak with the Sender by phone and complete the security procedures outlined in the attached agreement.

Fax Completed Application along with a legible copy of a valid driver's license or government-issued ID to 925.847.1977.

The wire transfer fee is \$20.00 (the receiving institution may also charge a fee).

**Note: Patelco Credit Union does not provide remittance transfers (international outgoing wire transfers).**

## Sender Information

Member Name	Member Number	Suffix	Wire Amount (US Dollars)	Wire Fee
			\$	\$20.00
Street Address		City	State	Zip Code
Daytime Phone	Mobile Phone	Email Address		

## BENEFICIARY FINANCIAL INSTITUTION INFORMATION

Receiving Institution - Destination Bank Name	Account Number	ABA/Routing Number (9 Digits)		
Receiving Institution Street Address	City	State	Zip Code	

## BENEFICIARY (RECIPIENT) INFORMATION

Account Holder Name – Name(s) of Beneficiary(ies)	Account Number
Further Credit To (if applicable)	Account Number (if applicable)

Special Instructions

*NOTE: All Third-Party orders must be submitted in person at a Patelco Branch.*

By signing below, I unconditionally authorize and instruct Patelco Credit Union to transfer funds as directed above. I agree to hold Patelco Credit Union harmless if the funds are not received and credited due to incorrect information. I understand that the amount of the wire transfer and the associated fee shown on this Authorization will be deducted from the Patelco account designated above. I CONFIRM THAT I HAVE RECEIVED, READ, UNDERSTOOD AND AGREE TO THE TERMS OF THE PATELCO OUTGOING WIRE TRANSFER AGREEMENT. If I submit this authorization by facsimile, I agree that my facsimile signature will have the same legally binding effect as my original signature.

Member Signature	Date/Time
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## PATELCO OUTGOING WIRE TRANSFER AGREEMENT

An outgoing wire transfer (“wire”) ordered by an owner of a Patelco account will be subject to the terms of this Patelco Outgoing Wire Transfer Agreement (“Agreement”), Federal Reserve Regulation J, Article 4A of the Uniform Commercial Code as enacted in California, and applicable federal and California law. All activity on Patelco accounts, including wires, is also subject to the terms of the Patelco Member Handbook. In this Agreement, “Patelco,” “we,” and “us” refer to Patelco Credit Union. “Sender,” “you” and “your” refer to the owner of the Patelco account who initiates an outgoing wire from a Patelco account. “Beneficiary Institution” refers to the financial institution (such as a bank) that will receive the proceeds of the wire and deposit the proceeds to the account of the Beneficiary you designate. “Beneficiary” refers to the individual(s) or entity to whom or to which you are transferring funds. “Order” refers to the Patelco Outgoing Domestic Wire Transfer Authorization and Agreement.

Refer to your Patelco Member Handbook for terms applicable to receipt of incoming wire transfers. This Agreement applies to wires that you send. Only to the extent the provisions in this Agreement are inconsistent with the Member Handbook, this Agreement shall control.

Patelco will wire funds in U.S. Dollars only to Beneficiary Institutions and Beneficiaries with addresses located within the United States. We do not provide remittance transfers (outgoing transfers of funds outside the United States) nor do we provide outgoing wire transfers in currencies other than U.S. Dollars.

**YOUR RESPONSIBILITY FOR INSTRUCTIONS:** We will process your wire in accordance with the written instructions on your Order. We will have no responsibility for correcting errors in your written instructions. As long as we accurately follow your Order, including but not limited to the ABA routing number code, the name and address of the Beneficiary Institution, and the name and account number of the Beneficiary, we are relieved of liability related to the wire. Neither we nor any Beneficiary Institution will be responsible for confirming that the name and account number of the Beneficiary match. If the Beneficiary name and account number do not match, the Beneficiary Institution may either post the wire according to account number or reject the wire.

**OUR RIGHT TO REFUSE TO EXECUTE YOUR WIRE REQUEST:** We reserve the right but do not undertake the duty to refuse to execute your wire order if (a) the Patelco account you designate does not have sufficient available funds, (b) you fail to provide all information required to complete the Order, (c) the Order contains errors or the name and account number you provide for the Beneficiary do not match, (d) we reasonably believe executing the wire could cause us a loss, (e) the designated Beneficiary Institution or Beneficiary appears on a government list of blocked or prohibited individuals or entities, or (f) any other lawful reason.

**LIMITS OF LIABILITY:** If we do fail to accurately and timely carry out your Order in a reasonable manner, our maximum liability will be the amount of the wire. We will not be liable for indirect, consequential or punitive damages if a loss is sustained because we have failed to carry out your instructions in a reasonable manner, even if we are advised that a loss may occur.

**CUTOFF TIME:** Our cutoff time for accepting Orders is 1:00 p.m. Pacific Time. Orders received after the cutoff time will be processed the next business day.

**DELAYS:** Our execution of your Order may be delayed in the following circumstances: (a) you give us erroneous or incomplete information; (b) you have not kept your contact information in our records current; (c) conditions beyond our reasonable control delay execution, for example a natural disaster or disruption of the Fed wire system; or (d) we are investigating the possibility that executing the Order would violate federal law or regulation, such as but not limited to the regulations of the United States Office of Foreign Assets Control. We will not be liable to you for delays that result from these circumstances or for delays caused by other systems or institutions involved in execution of the Order.

**SECURITY PROCEDURES:** We will follow security procedures before we execute an Order. By submitting your Order, you agree that these security procedures are reasonable. (i) If you submit your Order in person, we will require valid photo identification issued by the United States or a U.S. state. (ii) We will not accept Orders by fax if the amount (including the Patelco fee) exceeds \$5,000.00. If you submit your Order by fax, we will compare the signature on the fax order to the signature we have on file for you in our records. If the address or telephone number indicated on your fax Order do not match the address and telephone number that have been on file with Patelco for the designated account for a reasonable period of time prior to the Order date, or the signature does not appear to be authentic, we will not process the Order. For all fax Orders that exceed \$5000.00, (i) we will attempt to reach the Sender at the daytime and/or mobile telephone number on file in our records and ask the Sender to confirm the order and answer security questions, and (ii) if we cannot reach the Sender or the person taking the call is unable to answer the security questions, we will not process the wire.

**FINALITY:** If your request to cancel or change an Order is received between the time you submit the Order and the time we execute it, we will cancel or change the Order if possible. We will not be responsible for implementing cancellation or change requests that do not afford us a reasonable time to act on them. Once a wire has been executed, it generally cannot be recalled and you must resolve any disputes directly with the Beneficiary. Any effort we make to recall a wire sent in error (if, for example, after you send the wire you determine that your instructions included a mistake) will be made solely as a courtesy to you and cannot be guaranteed. You should exercise extreme care in sending wires, particularly if the Beneficiary is not personally known to you.

**ERROR RESOLUTION:** Outgoing wire transfers are reflected on your periodic statements. You have 30 days after we send you the first statement on which an erroneous or unauthorized outgoing wire transfer appears to submit any claims related to the wire. Your periodic statement will show the address and telephone number to which you may report errors. Your failure to timely report errors or unauthorized activity in connection with wires will relieve us from any liability for fees or interest associated with the error and will relieve us of all liability associated with the wire unless we failed to follow security procedures.