

**Western Union Wire Request & Authorization Form**

This form must be presented in person at an HOTFCU branch location or faxed to your preferred branch location to be processed. If not presented in person, please be advised that we will perform a call back verification using the phone numbers on file. **We cannot use phone numbers not presently on file, or numbers changed in the last 30 days.** It is your responsibility to confirm our receipt of your faxed wire request by calling the branch which it was forwarded to. Also be advised, there is a \$25 Western Union wire fee which is deducted from your account at the time your wire request is processed. **NOTE: ( \* ) indicates required information**

\*Member Name: \_\_\_\_\_ \*Total Funds to be Wired: \$ \_\_\_\_\_  
 \*Phone No(s): \_\_\_\_\_ \*Email: \_\_\_\_\_  
 \*Address: \_\_\_\_\_  
 \*Account No: \_\_\_\_\_ \*From:  Savings  Checking  Other : \_\_\_\_\_  
 Purpose of Wire: \_\_\_\_\_

**PLEASE PRINT VERY CLEARLY – ERRORS WILL DELAY PROCESSING**

\*Name of Receiver: \_\_\_\_\_  
 \*Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_  
 \*Driver's License No: \_\_\_\_\_ \*State Issued: \_\_\_\_\_ \*Exp. Date: \_\_\_\_\_  
 \*Pick Up Location (City & State): \_\_\_\_\_ Code Word (Optional): \_\_\_\_\_

**Note: The below information is required if your wire request is in the amount of \$1,000 or more:**

\*Social Security No: \_\_\_\_\_ \*D.O.B: \_\_\_\_\_  
 \*Occupation: \_\_\_\_\_

**Additional instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing below, I authorize Heart O' Texas Federal Credit Union to transfer funds as described herein. I understand that my account will be debited in the amount transferred, plus applicable fee(s). In the event that the information provided is incomplete or incorrect, I release Heart O' Texas Federal Credit Union from any liability that may result, and I understand that any processing fee(s) will not be refunded.

The payee or any Financial Institution may be identified by name, account number, or ABA #. Heart O' Texas Federal Credit Union (and other institutions) may rely on the account or other identifying numbers as the proper identification, even if it identifies a different party or institution. If the wire transfer is cleared through the Federal Reserve, Regulation J governs the transaction. Please be advised, wires received before 3pm will be processed the same business day. Wires received on or after 3pm will be processed the following business day.

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

**For Office Use Only:**

Branch: \_\_\_\_\_ In person request: ID Type: \_\_\_\_\_ No: \_\_\_\_\_ Exp.: \_\_\_\_\_  
 Faxed/Scanned: Time Received \_\_\_\_\_ Call Back Completed: Time \_\_\_\_\_ Caller's Initials: \_\_\_\_\_  
 OFAC Verified: Date \_\_\_\_\_ Time: \_\_\_\_\_ Results: \_\_\_\_\_ Positive \_\_\_\_\_ Negative  
 Authentication Details: \_\_\_\_\_  
 \_\_\_\_\_

Wire Submitted by: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_