



## Wire Services Instructions

You may electronically wire funds into or out of your On Tap Credit Union® accounts.

To wire funds out of your On Tap Credit Union® account to another institution, you must

- (1) provide us with the receiving institution's wire instructions,
- (2) The complete PHYSICAL address and country code of the receiving bank/credit union (including any intermediary banks/credit unions)
- (3) The complete PHYSICAL address and country code of the wire beneficiary/recipient.
- (4) sign a wire authorization form.

If you are wiring funds **into** your On Tap Credit Union® account, our wire instructions are as follows:

<b>FINANCIAL INSTITUTION</b>	On Tap Credit Union 816 Washington Ave. Golden, CO 80401 (303) 279-6414 Transit/Routing or ABA # 307076533
<b>CREDIT</b>	Member's Name Member's Address Member Account Number (14-digit number preferred) If a 5-digit number is used and no other instructions are included with the incoming wire, the funds will be credited to your savings (00) account. If no name is listed on the incoming wire, we will rely on the account number to credit the funds.

Outgoing wire requests received by 1 PM Mountain Time will be sent the same day. Wires received after 1 PM will be sent the following day.

Depending on the location of the other institution, domestic wires are generally received the same day they are sent. International wires are generally received the following day, but may take longer.

### Fees\*:

#### Domestic:

Incoming	\$10.00 per transfer
Outgoing	\$25.00 per transfer

#### International:

Incoming	\$10.00 per transfer
Outgoing	\$50.00 per transfer

\*Fees are subject to change. See latest fee schedule at [ontapcu.org](http://ontapcu.org)



## Wire Transfer Request Form

For same day transfers, completed and signed wire forms must be received by:  
**1:00 PM MDT For Both Domestic AND International Requests**

TYPE OF WIRE REQUESTED: Domestic: ☐ International: ☐

Requested Received: ☐ In Person ☐ Online Banking

Wire Amount: \_\_\_\_\_ Recurring? \_\_\_\_\_ Date of Transfer: \_\_\_\_\_

### Remitter Information *Physical Addresses & Country Code (CC) REQUIRED For ALL Parties*

Member Name(s): \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
C.C. \_\_\_\_\_

### Beneficiary Information *(Verify receiving bank information prior to submitting form)*

Beneficiary Name(s): \_\_\_\_\_  
Account Number or IBAN: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
C.C. \_\_\_\_\_

### Additional Instructions or Reference Information

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### Beneficiary Bank Information *(Verify receiving bank information prior to submitting form)*

Bank Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Beneficiary Bank Identifier-Required (Check One): ☐ IBAN ☐ ABA/ROUTING C.C. \_\_\_\_\_  
ID number: \_\_\_\_\_ ☐ BIC ☐ SWIFT  

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**Intermediary Bank Identifier-Optional (Check One):** ☐ IBAN ☐ ABA/ROUTING  
ID number: \_\_\_\_\_ ☐ BIC ☐ SWIFT  
Intermediary Bank Street Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ C.C.: \_\_\_\_\_

I certify that the information provided on this form is true and accurate and I authorize this transaction. I understand that On Tap Credit Union® will act only on this request upon my oral confirmation of these instructions, and that I may be asked questions in order to verify my identity if this request is made via online. I release On Tap Credit Union® from any liability that may result from incomplete or incorrect information provided on this form or by oral confirmation. I authorize On Tap Credit Union® to transfer funds described herein and debit my account in the amount transferred plus the applicable fee indicated on the fee schedule. I acknowledge that On Tap Credit Union® does not guarantee how long it will take for the funds to be credited to the receiving account after a wire is initiated. I further acknowledge that if a wire is returned to On Tap Credit Union® due to incorrect information provided, the wire fee will not be reimbursed.

Sender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Wire Form Pg 2 – Employee Use Only**

Have the funds been on deposit for 3 days?	YES	NO
Are the funds on deposit advanced from a loan less than 1yr old?	YES	NO

If funds haven't been on deposit for at least 3 days, supervisor review and signature required:

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If funds on deposit are advanced from a loan less than 1yr old, supervisor review and signature required:

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### **Verification**

Has the phone number on record been changed within last 30 days?	YES	NO
Has the email address on record been changed within last 30 days?	YES	NO
Does the account still have a new account flag?	YES	NO

If yes to any of these questions, supervisor review and signature required:

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### **Remote Requests (including recurring wire requests):**

At which telephone number of record did the credit union verify the wire request?

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OFAC Verified _____	Codeword Verified _____
Copy of ID Obtained _____	Signature Verified _____

### **Identity Verification Questions and Answers – Secure Message Requests**

Question: \_\_\_\_\_  
Answer: \_\_\_\_\_

Question: \_\_\_\_\_  
Answer: \_\_\_\_\_

Question: \_\_\_\_\_  
Answer: \_\_\_\_\_

**Verification Completed By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Second Level Approval (If Needed):** \_\_\_\_\_

(Scan completed form into Synergy.)

Processed by: \_\_\_\_\_ Request Date: \_\_\_\_\_ Request Time: \_\_\_\_\_