



Domestic Wire Transfer Authorization Form Guide (US-Based Financial Institution)

NOTE: Review the financial institutions incoming wire instructions for further clarification

Member Information

Member requesting outgoing wire to another financial institution.

Account/Member Number

Your account at Empeople Credit Union found in Digital Banking under the Prime/Regular Share or Checking Share from which you are transferring.

Share ID

2-digit identifier without the S or the L found in your Digital Banking under the share from which you are transferring.

Note: Wires must be completed from a share account. If using funds from a loan (for example, a HELOC) advance the funds to a share first.

Beneficiary

The individual or business who owns the account of where the funds are being sent. The following information is required for the beneficiary: account number, full mailing address (no PO Box), and the name of the individual or business who is receiving the funds.

Beneficiary Bank

The financial institution who owns the account where you are sending the funds. The following information is required for the beneficiary bank: bank name, bank address, ABA/Routing Number (also known as R&T Number and is 9 digits)

Correspondent Bank (if applicable)

A third-party bank that acts as a go-between for different financial institutions.

Note: See the receiving financial institutions incoming wire instructions for further clarification if a correspondent bank is applicable.

Special Instructions

Purpose for Wire/Further Instructions: Specific explanation of what the funds are being used for. Some items that may need to be included: File Numbers, ATTN to individual, address of a new property, VIN, transfer for XXX, payment for XXX, etc.

For any questions, please contact us at service@empeople.com or (800) 338-6739.