

What You'll Need to Send an Outgoing Wire Transfer

To help your wire transfer process smoothly and without delay, please have the following information ready before completing a Fund/Wire Transfer Request form at one of our five branches.

This request must be completed in person at a branch. Please bring a valid photo ID.

1. Your Information (Originator)

- Full name and account number the funds will be withdrawn from
- Address, city, state, ZIP, and country code (cannot be a PO Box)
- Daytime phone number
- Exact transfer amount
- Purpose of the transfer
- Any special payment instructions (if applicable)

2. Beneficiary (Person or Business Receiving Funds)

- Full name and address of the beneficiary
- City, state, zip, and country code (cannot be a PO Box)
- Beneficiary's account number or IBAN (for international transfers)
- Special identifier if requested by receiving bank: SSN, TIN, or ID number

3. Beneficiary's Financial Institution

- Name and address of the receiving bank
- City, state, zip, and country code (cannot be a PO Box)
- ABA routing transit number (domestic) or SWIFT/BIC code (international)
- Branch information, if applicable
- Any special routing instructions

4. Intermediary Financial Institution (if required)

- Some international wires require an intermediary bank — ask your recipient's bank if one is needed
- If so, provide the same details as above: name, address, routing/SWIFT code, and branch information

5. Authorization

- Signature of the account owner or authorized person, and date
- Valid photo ID for identity verification at time of request

Good to Know

- We do not verify the accuracy of account or routing numbers you provide — please double-check all details before submitting.
- Once a wire is sent, it generally cannot be cancelled or amended.
- A transfer fee applies and will be disclosed at the time of your request.
- Review your account statement promptly; discrepancies must be reported within 33 days.

Questions? Contact VacationLand Federal Credit Union at 800-691-9299 ext. 5005 or visit www.vlfcu.org.

2911 Hayes Ave.
Sandusky, OH 44870
T: 419.625.9025
T: 800.691.9299

2409 E. Perkins Ave.
Sandusky, OH 44870
T: 419.625.9025
T: 800.691.9299

1607 Stote Rd., Ste. 11
Vermilion, OH 44089
T: 440.967.5155
T: 800.691.9299

26 Executive Dr.
Norwalk, OH 44857
T: 419.668.6346
T: 800.691.9299

2402 University Dr.
Huron, OH 44839
T: 419.433.3229
T: 800.691.9299

Mailing Address:
P.O. Box 2257
Sandusky, OH 44871-2257
www.vlfcu.org