



Authorization for Outgoing Wire Transfer

Section 1 – Client Information

Name: _____	Social Security #: _____
Telephone #: _____	Alternate #: _____
Best time to be contacted for authorization: _____	
Physical Street Address (No P.O. Box): _____	
City, State, Zip: _____	

Section 2 – KeyDirect Client Account Information

Account # _____	Type of Account: <input type="checkbox"/> Money Market <input type="checkbox"/> Certificate of Deposit <input type="checkbox"/> I.R.A.
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Section 3 – Transfer Instructions

Date Wire Transfer to be sent: _____	Amount of Wire Transfer: _____
Name of Financial Institution Receiving Wire Transfer: _____	
Street Address: _____	
City, State, Zip: _____	
Beneficiary Name: _____	Beneficiary Account #: _____
Routing/ABA #: _____	

INTERMEDIARY BANK

If applicable (please check with financial institution receiving wire transfer)

Name of Intermediary Bank _____	
Beneficiary Name: _____	Beneficiary Account #: _____
Routing/ABA #: _____	

Section 4 – Special Rules for Retirement (I.R.A.) Accounts

Trustee Transfer Requests: In addition to this Wire Transfer form, a completed Trustee Transfer form is required to process this wire transfer request. The custodian accepting the wire transfer for deposits provides this form. A transfer fee of **\$25.00** will be assessed for each Trustee Transfer.

Distribution Requests: For all Retirement Accounts a completed, notarized, Request for Distribution form is required to process this wire transfer.

Section 5 – Client Authorization

I authorize the bank to make this funds transfer. I understand a wire transfer fee of **\$30.00** for a domestic wire and **\$45.00** for an international wire. If the account is a Certificate of Deposit or Ira Certificate of Deposit, I understand bank penalties may apply if a withdrawal is made prior to maturity. If the account is a Retirement (IRA) Account, I will provide the required additional forms as described in Section 4 above and understand that until I do so, the wire transfer will not be completed. In addition, I understand a KeyBank representative will contact me prior to the wire transfer being executed to confirm my instructions and that if the information cannot be confirmed, the funds will be sent by mail after two business days.

I understand and agree that the bank shall assume no liability whatsoever for any loss, cost or expense I incur as a result of errors in message transmission unless such errors are a direct result of the bank's failure to exercise due care. Furthermore, I understand and agree that the bank shall in no event be liable for any loss, cost, or expense I incur due to errors made by the ultimate paying bank or office. I have read and agree to be bound by the Terms of Wire Transfer as attached to this document.

Client Signature: _____	Date: _____
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Section 6 – Return Instructions

Return completed form(s) to the Wire Transfer Department by either mail or fax depending on your Account Type as determined in section 2 above.

Money Market or Certificate of Deposit accounts: Return fax # is **1-216-357-6576**. Mailing address is **KeyDirect PO Box 5311 Cleveland Ohio 44101**

Retirement (IRA) Accounts: Return fax # is **1-216-357-6236**. Mailing address is **KeyDirect PO Box 1300 Buffalo NY 14240**



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Terms of Wire Transfer

As used in these Terms of Wire Transfer (“Terms”) “I” and “my” mean the customer, “the bank” means the KeyCorp affiliate at which the wire transfer request is made.

Method of Funds Transfer

The bank may make this funds transfer via FEDWIRE, International Swift Transfer, or any other wire transfer service acceptable to the bank.

Authorization

I authorize the bank to withdraw the amount of this funds transfer plus any applicable fees and charges from my Customer Account.

Wire Transfer Intermediaries

The bank will make every effort to route International wire transfer payments as directly and efficiently as possible. If the use of an intermediary bank is required, the customer (not the bank) will be responsible for any fees assessed by that bank. The customer will be responsible for any monetary loss incurred due to the fluctuation of the foreign exchange rates when attempting to recall or reissue International wire transfer payments or when an International payment is returned, along with any associated costs therein.

Inconsistency of Name and Account Number

I understand and agree that if the wire transfer instructions as attached identify the Beneficiary by both name and account number the bank may in its discretion, use only the account number to complete this funds transfer. Likewise, if the Beneficiary Bank is identified by both name and transit routing number, the bank may, in its discretion, use only the transit routing number to complete this funds transfer. The bank will not be liable for any loss whatsoever resulting from the bank’s completion of this funds transfer solely on the basis of account number or transit routing number; and I will be obligated to the bank for the amount of the funds transfer plus any applicable fees. Furthermore, funds transfers received by the bank for my benefit may be paid by the bank solely on the basis of account number.

Cancellation or Amendment

Once the bank has executed this funds transfer, the bank has no obligation whatsoever to cancel or amend it or to make any refund. In no event will the bank act on instruction to cancel or amend a payment order unless the instruction is given at a time and in a manner affording the bank a reasonable time to act on the instructions. At the bank’s discretion, the bank may use reasonable efforts to act on my request for cancellation or amendment. However, the bank will in no event be liable for any loss resulting from the failure to cancel or amend a funds transfer. I agree to indemnify and hold the bank harmless from any and all liability, costs and expenses the bank may incur in attempting to cancel or amend this funds transfer. Any request for cancellation or amendment must comply with the bank’s security procedures.

Rejection of Funds Transfers

The Bank may, in its sole discretion, refuse my request for an outgoing funds transfer.

Notice of Errors

I agree to report any unauthorized or erroneous funds transfers within thirty (30) days after I receive notification of the funds transfer. My failure to do so will relieve the bank of any obligation to pay interest on the amount of any funds transfer for which the bank is liable. I will also be liable to the bank for any damages or losses the bank may incur as a result of my failure to notify you within the time period stated in this paragraph.

Liability of Affiliate

In no event will the bank be liable for any special, indirect, incidental, or consequential damages, whatsoever.

Interest

If the bank is obligated to pay me interest under these terms or by law, the applicable interest rate shall be the average of the Federal Fund Rate as published by the Federal Reserve Bank of New York for each of the days for which interest is payable.

Wire Transfer Agreement

If I have signed a separate Wire Transfer Agreement (“Agreement”) with the bank, the terms of the agreement apply to this funds transfer, also. If the terms of the Agreement are inconsistent with these Terms, the terms of the Agreement will control this funds transfer.