



Wire Transfer Instructions

Please provide the following information when you visit the branch.

5100 George Washington Highway, Portsmouth, VA 23702

1. Member Information:

- a. Date of Transfer, Amount of Wire, Wire Fee (\$5), Account Number, Name(s), and Address

2. Receiving Institution's Information:

- a. Name, Routing Number, and Address.
*The address must be for the location that will be accepting the wire transfer.

3. Beneficiary Information:

- a. Name of Person, Address, and Account Number of the person the funds will be deposited to.
*Please note: The Beneficiary could be a person, mortgage company, or other business entity.

4. Provide the Further Credit Information (if necessary)

- a. Name, Address and Account Number.
*Please note: The Further Credit information requested is usually only needed if the beneficiary is a mortgage company or business.

We look forward to serving you.