



# Telegraphic Transfer request.

Email: [dcr@mebank.com.au](mailto:dcr@mebank.com.au)

Mail: ME Transaction Banking, Reply Paid 1345,  
Melbourne, VIC 8060

Any questions? Call ME on **13 15 63** or visit [mebank.com.au](http://mebank.com.au)

## Instructions for completing this form.

1. Complete Sections 1-5.
2. Email this form to [DCR@mebank.com.au](mailto:DCR@mebank.com.au)
3. Call ME on **13 15 63** to confirm the payment request

A Telegraphic Transfer fee may be charged to your ME account for each telegraphic transfer request. Telegraphic Transfer requests received and confirmed after 2pm (AEDT/AEST) will be actioned on the next business day.

I/We request you to arrange for funds to be withdrawn from my/our ME account shown below and credited to the account at the financial institution shown in Section 2 in accordance with my/our instructions set out below. I/We authorise ME to debit my/our account with the amount of the Telegraphic Transfer fee.

### Section 1: Details of your ME account to be debited.

The funds and fee for the Telegraphic Transfer will be withdrawn from this account. Please refer to ME website for Telegraphic Transfer details including fee.

Account number

Name of account holder(s)

### Section 2: Details of the account to be credited.

The funds for the Telegraphic Transfer will be credited to this account.

Name of financial institution

Full name of account holder(s) (initials not accepted)

Payee address (PO Box not accepted)

BSB number

Account number

**Note:** If you are making a payment to a third party, please ensure that the Other Financial Institution can receive Telegraphic Transfers as not all Financial Institutions accept these. Also please contact the recipient to confirm and validate that their account details specified in this section are correct.

### Section 3: Help ME understand the nature of your request.

Payment purpose/reason

What is your relationship with the person or organisation you are sending your funds to?

Have you ever met the payee in person? Yes  No

If no, when and through what method was your last contact with them?

Is the payee the same person or organisation that asked you to send the funds?

Yes  No

If answered no, and funds are being provided to a 3rd party, please provide further details.

Are you confident that this is not a scam, and understand the funds may not be recovered if it is a scam?

Yes  No

If answered no, are unsure or feel pressured, do not proceed and contact 13 15 63 or +61 3 9708 4001 (if overseas) for our customer service team to assist you further.

#### Section 4: Telegraphic Transfer instructions.

Please withdraw  from my/our account in Section 1 and credit the account detailed in Section 2.

Payment date

Details to appear on recipient's statement (e.g. your name/reference number/invoice code)

#### Section 5: Declaration.

I/We acknowledge that this Telegraphic Transfer arrangement is governed by the Terms and Conditions on this form.

I/We acknowledge that it is my/our responsibility to ensure that the account details I/we have provided in Section 2 are correct or my/our payment may be unsuccessful or may be paid to an unintended account. If this happens ME may not be able to recover the funds. ME does not check that the details I/we provide are correct (i.e. name and account number match) and relies solely on the account number details supplied to process the transaction.

Print name

Signature (digital signatures are accepted)

Date

     

Print name

Signature (digital signatures are accepted)

Date

     

#### Section 6: Telegraphic Transfer Terms and Conditions.

By completing and signing this Telegraphic Transfer Request form you agree and acknowledge that:

- (a) you authorise us on behalf of all account holders, to debit the nominated account with the amount that you specify in Section 4 together with the amount of the Telegraphic Transfer fee on the payment date that you specify in Section 4;
- (b) if there are sufficient cleared funds in your ME account to cover the amount to be withdrawn shown in Section 4 and the Telegraphic Transfer fee (if applicable), we will withdraw the requested amount from that account and send payment to the nominated account on the day requested in accordance with your Telegraphic Transfer Request (as long as the correctly completed request form is received by ME and confirmed with you by 2pm (AEDT/AEST). We are not responsible for any delay in processing that payment by the financial institution at which the nominated account is held;
- (c) it is your responsibility to:
  - ensure that there are sufficient cleared funds in your ME account on a day the withdrawal is to be made in accordance with your Telegraphic Transfer Request;
  - check that the details you have provided us of the nominated account are complete and accurate;
  - check your account statement to verify that the amounts withdrawn from your ME account are correct;
- (d) if there are insufficient cleared funds in your ME account to cover the amount to be withdrawn shown in Section 4 and the Telegraphic Transfer fee on the day a withdrawal is to be made in accordance with your Telegraphic Transfer Request, we:
  - are not required to make any payment to the nominated account;
  - may make the payment to the nominated account when sufficient cleared funds are available (but we are not obliged to do this); and
  - are not liable for any loss you may suffer as a result of any failure or delay in payment to the nominated account;
- (e) if a day on which we are to make a payment to the nominated account in accordance with the Telegraphic Transfer Request is a public holiday, a Saturday or a Sunday, we will make the payment on the next business day.
- (f) we are not liable for any delay or failure in processing your Telegraphic Transfer request where we reasonably believe that processing it may cause you or us loss. We will notify you if we are unable to process your Telegraphic Transfer Request.