

Outgoing Wire Transfer Request

Date of Request: ____/____/____ Time of Request: ____ ☐ am ☐ pm

Customer Name: _____ Customer Account #: _____

Customer Address: _____
Street City State Zip

Beneficiary Name: _____ Beneficiary Account#: _____

Beneficiary Address: _____
Street City State Zip

Intermediary
Bank Name: _____ Routing #: _____

Intermediary
Bank Address: _____
Street City State Zip

Beneficiary
Bank Name: _____ Routing # **OR** SWIFT Code: _____

Beneficiary
Bank Address: _____
Street City State Zip

Information for Beneficiary: _____

Written Wire Amount: \$ _____ USD

Payment Method for **Wire Amount** \$ _____ USD

And the wire fee of ☐ \$20 for a domestic wire or ☐ \$75 for an international wire paid by:

☐ Cash ☐ Check # _____ ☐ Customer Account # from above

Purpose of wire: _____

Customer Signature: _____

All fields above are required for every wire except the fields for Intermediary Bank information and Special Instructions, use these fields only when necessary!!

FOR BANK USE ONLY

Wire # _____

FOR BANK USE ONLY

Wire Instructions Received: ☐ In Person accepted by: _____ **AND** Witnessed by: _____

☐ By Fax ☐ Internet Banking ☐ Email ☐ In House received by: _____ on ____/____/____ at _____ ☐ am ☐ pm

Date ____/____/____ and time _____ ☐ am ☐ pm wire request received in Wire Processing.

Call Back (for requests not made In Person) by: _____ with _____

on ____/____/____ at _____ ☐ am ☐ pm.

Senior Management approval of wire requests over \$500,000 _____

Limit Adjustment by _____ on ____/____/____ at _____ ☐ am ☐ pm.

Limit Reset by _____ on ____/____/____ at _____ ☐ am ☐ pm.

Created by	
Tickets by	
OFAC Scan by	
OFAC Score	
Authorized by	