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

Special Instructions: _____

Written Wire Amount: $_____**USD**

Payment Method for **Wire Amount $** ☐☐☐.☐☐☐.☐☐☐.☐☐ USD

and the wire fee of ☐ **$15** for a domestic wire or ☐ **$25** for an international wire:

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

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 **FOR BANK USE ONLY** **FOR BANK USE ONLY**

Wire # _____

Wire Instructions Received: ☐ In Person ☐ By Fax ☐ Internet Banking

In Person wire request accepted by: _____ **AND** Witnessed by: _____

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

Call Back for requests not made In Person made by: _____ with _____ on _____/_____/_____

Senior Management approval of wire requests over $500,000 _____ at _____ ☐ am ☐ pm.

Wires Adjustment by _____ on _____/_____/_____ Reset by _____ on _____/_____/_____

Wire Created By:_____ Tickets Made By:_____ OFAC Scan Performed By:_____ Wire Authorized By:_____