

# 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 #: \_\_\_\_\_

and  
Address: \_\_\_\_\_  
Street City State Zip

### Beneficiary

Bank Name: \_\_\_\_\_ Routing # **OR** SWIFT Code: \_\_\_\_\_

and  
Address: \_\_\_\_\_  
Street City State Zip

Special Instructions: \_\_\_\_\_

Written Wire Amount: \$ \_\_\_\_\_ USD

Payment Method for Wire Amount \$ 

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 USD

And the wire fee of  \$15 for a domestic wire or  \$25 for an international wire paid by:

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**



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Wire # \_\_\_\_\_  
Wire Instructions Received:  In Person  By Fax  Internet Banking  Email

**In Person** wire request accepted by: \_\_\_\_\_ **AND** Witnessed by: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ and time \_\_\_\_\_  am  pm wire request received in Wire Processing.

Email/Fax/Internet Banking Wire Received By: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_  am  pm

**Call Back** for requests not made In Person made by: \_\_\_\_\_ with \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_  am  pm.

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

Wires Adjustment by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ Reset by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Wire Created By: \_\_\_\_\_ Tickets Made By: \_\_\_\_\_ OFAC Scan Performed By: \_\_\_\_\_ Wire Authorized By: \_\_\_\_\_