

Wire Transfer Request



Wire Request Date: _____ Time: _____

Wire Amount: _____ Account: _____

Originator's Name: _____

Originator's Address: _____
(No PO Boxes):

Intermediary Bank: _____ Swift Code / IBAN#: _____

Intermediary Bank Address: _____
(No PO Boxes):

Beneficiary Bank Name: _____ ABA Routing #: _____

Beneficiary Name: _____ Beneficiary Acct #: _____

Beneficiary Address: _____
(No PO Boxes):

Special Instructions to be included in wire: _____

I hereby authorize a withdrawal of funds from my account for the purpose of wire transfer. I understand that I may be responsible for the fees associated with this transfer.

Originator's (Customer) Signature: _____ Date: _____

This Section To be Completed by Financial Institution

Memo Available Balance \$ _____

Payment Method, Security and Authorization

Wire Instructions Received by: Email Fax Walk In Phone Internal Request

Security Procedures: Verified Signature Verified balance Verified Ownership Call back

Method of Payment: Cash Checking Savings Loan General Ledger Other

Call Back Number Used, Verify Customer Name (If applicable) Call Bank Verification _____

Non Customer Wire: _____ Senior Management Approval: _____

Wire Fee: Yes No Waived Fee Approval: _____

Funds Transfer Agreement on file: Yes No Authorization verified with the Funds Transfer Agreement Yes No

Request Received By: _____ Request Approved By: _____

I hereby certify that the customer signature above, or attached to, this form is valid, that the signer is authorized to make this wire transfer request and that there is sufficient funds available to process the request.

Request Entered By: _____ Date: _____ Time: _____

Request Verified By: _____ Date: _____ Time: _____