

Domestic Wire Transfer Request Form

To send a wire transfer request, a customer must have an account with the bank and must have completed a Wire Transfer Agreement.

Date: _____ Amount: _____ Fee: \$20.00

WIRE TO INFORMATION

Receiver Bank ABA Number _____
Receiver Bank Name _____
Beneficiary Bank ID _____
Beneficiary Bank Name _____
Beneficiary Name _____
Beneficiary Address (required) _____
City, St and Zip Code (required) _____
Beneficiary Account Number _____
Beneficiary Reference _____
Originator to Beneficiary Information _____

TRANSFER FROM ACCOUNT INFORMATION

Account # to debit _____
Accountholder Name _____
Accountholder Address _____
Accountholder Address _____

Accountholder E-Mail Address for Wire Confirmation _____
My signature here indicates I have the authority to execute this agreement for wire transfer from the "Transfer From" account(s) above, and agree to the terms and conditions of the current wire transfer agreement that I have on file with the bank.

_____ Date: _____

BANK USE ONLY - DO NOT COMPLETE THE SECTIONS BELOW

REQUEST IN PERSON? _____ (Initial Employee signs accepting wire request; Confirming Employee signs confirming they saw the customer making request)

Initial Employee _____ Confirming Employee _____

If so, how was customer identified (circle) - Driver License, Military ID, Passport/Visa or Alien ID are accepted.

If "well known" circle here. If this identification is selected, banker has verified this person is still authorized to wire funds from this account.

REQUEST BY FAX / LEAPFILE? _____ Banker Initials that signature was verified _____ Also, Banker must complete the Call Back information below.

CALL BACK PROCESS FOR FAXED / LEAPFILE REQUESTS

Someone other than Banker Accepting Wire Form will call customer to confirm outgoing wire transfer request. Must refer to callback section of customer's Wire Transfer Agreement to find out who is to be called back and what number is to be used to make the call back. All call backs are made on a recorded line. **If multiple wires for same customer only complete callback section for 1 wire. Refer to wire ___ for callback info. This is Wire ___ of ___**

Date & Time of 1st attempt	Phone Number called on 1st attempt	Name of Person called on 1st attempt
_____	_____	_____
Date & Time of 2nd attempt	Phone Number called on 2nd attempt	Name of Person called on 2nd attempt
_____	_____	_____
Call Back Completed by (Banker name & Signature)	Date Completed Call Back	
_____	_____	

APPROVAL INFORMATION

Banker Accepting Wire Form: _____ Loan Entries placed by : _____
Officer Approval - up to \$99,999.99: _____
Second Officer Approval - \$100,000 to \$499,999.99: _____
Senior Manager Approval - \$500,000 and up (sign w/officer) _____
Wire Dept Associate Entering Wire: _____ Time Entered: _____
Wire Dept Associate Verifying Wire: _____ Time Verified: _____

IF WIRE OUT OF A CHECKING, SAVINGS OR CD - THE WIRE DEPT WILL POST THE ENTRY to GL 10013080 (Federal Reserve) and post the fee.

IF WIRE OUT OF A LOAN - DEBIT LOAN ACCT# and CREDIT GL# 10094080 . Then Credit G/L 402105BR for Wire Fees.