

# 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?** Banker Initials that signature was verified \_\_\_\_\_ Also, Banker must complete the Call Back information below.

## CALL BACK PROCESS FOR FAXED REQUESTS

Banker will call the customer for confirmation of outgoing wire transfer request. They must refer to the callback section of the customer's Wire Transfer Agreement to find out who is to be called back and to find out what number is to be used to make the call back. All call backs are to be made on a recorded line.

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: \_\_\_\_\_ Entries / Hold 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: \_\_\_\_\_

Debit: Cash in, Check, Customers Account      Credit: G/L 402105BR (Wire Fees)      Credit: G/L 10012001 (CenterState Bank)