

# International Wire Transfer Request Form

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

Will this wire be sent in U.S. Dollars or in Foreign Currency? Please Mark one and give us the amount below:  U.S. Dollars or  Foreign Currency

U S Amount:	Foreign Currency Amount:	Copy of INVOICE is REQUIRED if wire is \$10,000 or more
Date:	Foreign Currency Type:	

What will these funds be used for? \_\_\_\_\_ Fee: \$45.00

## WIRE TO INFORMATION

Beneficiary Name \_\_\_\_\_  
Beneficiary Address \_\_\_\_\_  
City \_\_\_\_\_  
State / Providence \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
Beneficiary Account # \_\_\_\_\_  
Bank Code \_\_\_\_\_ Swift Code \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_  
City \_\_\_\_\_  
State / Providence \_\_\_\_\_  
Comments \_\_\_\_\_

## TRANSFER FROM ACCOUNT INFORMATION

Account # to debit \_\_\_\_\_  
Accountholder Name \_\_\_\_\_  
Accountholder Address \_\_\_\_\_  
Accountholder Address \_\_\_\_\_  
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 Piedmont Bank.  
**X** \_\_\_\_\_ Date: \_\_\_\_\_

### BANK USE ONLY - DO NOT COMPLETE THE SECTIONS BELOW

REQUEST IN PERSON? \_\_\_\_\_ (Initial Employee - accepts the wire request. Confirming employee is confirming they saw the customer making the request)

Initial Employee \_\_\_\_\_ Confirming Employee \_\_\_\_\_

If in person, 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 when phones are capable.

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
_____		_____

**X**

## 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 Department Entering Wire: \_\_\_\_\_ Time Entered: \_\_\_\_\_  
Wire Department Verifying Wire: \_\_\_\_\_ Time Verified: \_\_\_\_\_

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

S:\Retail and Teller\Customer Service\ Personal Banker's Book\ Wire Info