

## 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:	<b>Copy of INVOICE is REQUIRED if wire is \$10,000 or more</b>
Date:	Foreign Currency Type:	

**REQUIRED - What will these funds be used for?**

### WIRE TO INFORMATION

Fee: \$45.00

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

#### CALL BACK PROCESS FOR FAXED / LEAPFILE REQUESTS

Someone other than the Banker Accepting Wire Form will call customer to confirm the outgoing wire request. Refer to the callback section of the customers Wire Transfer Agreement to find out who to call and what phone 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, then you 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
_____		_____

**X** \_\_\_\_\_

### 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 Department Entering Wire: _____	Time Entered: _____
Wire Department 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.**