



WIRE TRANSFER FORM CHECKLIST:

1. Banking Informaiton obatained and/or Bank Information Form is filled out, signed and attached.*** Completed
2. Banking Information and/or Bank Information Form data been transferred to Wire Transfer Form.*** Completed
3. Account information and Beneficiary / Payee Account Name spelling has been verified for accuracy. Completed
4. Beneficiary address has been filled in. Completed
5. ABA Routing Number used is for Wire transfers and NOT an ACH. Completed
6. For International Wires, verified if an IBAN or Clabe is needed. Completed
7. For International Wires, verified if an Intermediary Bank is needed and if so, banking information is listed. Completed
8. Completed the Additional Wire Instructions section. Completed
9. Filled in Total Amount of Payment section - giving special attention to indicating the currency of wire. Completed
10. Requestor and Approved by signatures completed. Completed

Bank Information Form would be used if banking information is not included on invoice, email instrucions from beneficiary/bank or other various stand alone documents for the wire team to review to ensure against wire form.

