



OUTGOING WIRE TRANSFER FORM

Date Received:		Time Received:	
Wire Information			
<input type="checkbox"/> Domestic Wire Fee: \$ 25.00		<input type="checkbox"/> International Wire Fee: \$ 48.00	
Wire Amount: \$		Wire Amount (USD): \$	
		Wire Amount for Foreign Currency: \$	
		Type of Foreign Currency:	
Receiving Bank Information			
Bank Name:		ABA Number:	
Bank Address:			
City:	State:	Country:	Zip:
Bank Code (If international):		Swift Code (If international):	
Intermediary Bank Name (If applicable):		Intermediary ABA Number (If applicable):	
Customer Information (Originator)			
Originator Name:		Account Number:	
Originator Address:			
City:	State:	Zip:	
Spoke To:		Ph. Number:	
Beneficiary Information (Receiver)			
Beneficiary Name:		Account/IBAN Number:	
Beneficiary Address:			
City:	State:	Country:	Zip:
Purpose of Wire:			
Special Instructions:			
Customer Acknowledgement Section			
<p>By signing this form, I agree that I have read this form and agree that the information entered on this form is accurate, including the account numbers and bank information. I cannot hold Citizens Bank of Edmond liable for incorrect information provided by me. I authorize Citizens Bank of Edmond to debit the account listed above for the wire transfer request amount as well as the wire transfer fee. Exchange rates for wires sent in foreign currency will be determined by the financial institution that receives the wire transfer at the time the wire is sent, therefore exchange rates are not guaranteed and are subject to change. If you request a wire in a foreign currency, you are responsible for giving Citizens Bank of Edmond the correct U.S. Dollar amount for the wire transfer.</p>			
Customer Signature (Originator):		_____	
I have read and understand the above statement.			

Bank Use Only	
Approving Name:	Approving Signature:
Approving Name:	Approving Signature:
Approving Name:	Approving Signature:
Approving Name:	Approving Signature:
Click Here for Wire Authorization List	
Wire Preparer Checklist	
	Wire form is complete and correct (customer info, signature, authorization, etc.).
	Compare customer's signature to signature card. If discrepancy, notify supervisor before proceeding.
	If wire sent via fax or email, call customer to verify before wire is processed. Record the time and who you spoke to here:
	Verify external parties (receiver, third parties, country, if international) are not on the OFAC list, using 2020 search engine or OFAC search website.
	Memo post wire amount and fee to customer's account.
Wire Preparer Signature: _____ Date: _____	
By signing this checklist, you certify the above procedures have been fully completed in adherence to all Bank policies and procedures. Send wire transfer form and any external supporting documents to Account Services for processing.	
Account Services Use Only	
Wire Sender Signature:	Verifier: