



Fee	Cutoff
Domestic = \$20	Domestic = 3pm CST
International = \$35	International = 1pm CST

### WIRE TRANSFER FORM

Amount	Date
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Wire Type	Domestic International (Select Fund Type): <input type="checkbox"/> USD <input type="checkbox"/> Foreign: Internal
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#### DEBTOR INFORMATION

Name	
Physical Address	
City/State/Zip	
Account Number	

#### INSTRUCTED AGENT BANK if different than Creditor Agent

Name	
ABA	
Address	

#### CREDITOR AGENT (BANK) INFORMATION

Bank Name	
Bank Address	
Bank City/State/Zip	
Bank Country	
ABA/BIC (Bank Identifier Code)	
Bank SWIFT Code	

#### CREDITOR INFORMATION

Account Number/IBAN	
Creditor Name	
Physical Address	
City/State/Zip	
Country	
Reference For Creditor	
Purpose of Wire	

Has the customer spoken directly with the Creditor?	Yes	No
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By signing below, Customer instructs payment order ("transfer") to be made to the Creditor as instructed above. Customer understands that the sole obligation of Security Bank & Trust Co. ("Financial Institution") is to exercise ordinary care in processing the transfer and is not responsible for any losses or delays which occur as a result of any other party's involvement in processing this transfer. Customer understands and agrees that the Financial Institution is not responsible for the accuracy of a financial institution routing or identifying number provided by the Customer, and that the Financial Institution, or any other financial institution used to carry out the transfer request, might rely on the routing or identifying number(s) of the intermediary financial institution, if applicable, creditor financial institution, and creditor as provided by the Customer. Customer has verified all information provided in the Wire Transfer.

Customer agrees that this wire transfer is irrevocable; the transfer will be considered final, and Customer shall not have a right to stop payment or recall this transfer after it has been received by the Financial Institution. The Financial Institution may make a reasonable effort to act on the Customer's request for cancellation or recall but shall incur no liability for its failure or inability to do so.

#### DEBTOR'S SIGNATURE

Sign	Date
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**For Bank Use Only:** Scan & Email complete form to [WireTransfers@security-banks.com](mailto:WireTransfers@security-banks.com)

**OFFICER REVIEW SECTION**

(\*Person taking wire completes these items for officer review\*)

**1- Verified funds are collected. Check History on Core or Statement for account activity. For Email Approvals: Attach History/Statement. Verify items in Core or Summit and list any large deposited items or attach a copy.**

- Yes, funds are collected.  Wire was funded or partially funded by cash at time of initiation.  
 No, funds are not collected.

**2- Transaction and debtor's acct have been reviewed for potential suspicious activity, red flags, and/or concerns for fraud**

- Observed NO potential suspicious activity, red flags, and/or concerns for fraud.  
If present, contact BSA **BEFORE** proceeding. Note Observation:

**3- How was the request made?**

- In Person  Phone  Email  Other:

**4- Identity verification, please check method used to verify ID**  N/A - Loan Admin Use Only

- In person  
 Government Issued Photo ID  
 ID verified through AccuSystems (Originator known to bank staff)  
 Call back procedures completed (not in person). Contact person by using information found in core system.

**\*NEVER USE THE TELEPHONE NUMBER GIVEN BY THE DEBTOR AT THE TIME WIRE IS REQUESTED\***

Person Contacted: \_\_\_\_\_ Phone #: \_\_\_\_\_  Security Code Verified  
Time & Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

**5- Confirmation Requested (operations will send to banker) Branch:** \_\_\_\_\_

- Yes  No

Person Taking Wire	Responsibility Code	Date
Officer Authorized	Responsibility Code	Date
Officer Authorized	Responsibility Code	Date
Foreign Authorized	Responsibility Code	Date

(2nd officer authorization required if 100k or over)

NOTE: IF THERE ARE DOCUMENTS FROM THE DEBTOR, PLEASE INCLUDE A COPY WITH THIS FORM

**6-  Transaction Processed by Branch  Post Wire to Account  Debit Wire Fee**

**Scan a copy of wire and pertinent documents to operations. \*Before scanning please make sure the wire is properly approved by the customer, signed by at least two bank employees, and that all items are completed (as needed).**

**Wire Amount Over \$1 Million CC: FinanceAdministrator@security-banks.com**

**OPERATIONS REVIEW SECTION**

**7- Verified two officers authorizing if \$100k or over**

**8- Wire amount > \$1 Million – Approval received from Finance Administrator**

**9- Confirmation sent to banker if applicable**

**10- Trust Department - Verified Funds Confirmation Sent**

**11- Account Transaction Verified - Wire Amount Fee Amount**

**12- Entered By:** \_\_\_\_\_

**Verified By:** \_\_\_\_\_