

Wire Transfer Services

Outgoing Wire Transfer Request



A customer or team member, with the customer present, completes this form when requesting to send a wire. Outgoing wires can only be sent for Wells Fargo customers. Retain the original copy in the bank and provide a copy to the customer ensuring you give the customer the Agreement for Outgoing Wire Transfer Request (page 2 when form is accessed on-line & preprinted on the back of printed forms). **Required information is noted with an asterisk.** Note: Wells Fargo Wire Transfer Services will route wires based on correspondent banking relationships.

*Today's Date	*Send Date (If next day submit wire after 4:30 CT. Store must hold if other than today or next day date.)
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1. Originator's Information

*Customer's Name		*Phone Number
*Customer's Address, City, State, Zip Code		
Tax ID Type – Type & No. are required when customer's account is not debited <input type="checkbox"/> Social Security <input type="checkbox"/> ITIN <input type="checkbox"/> Non-U.S. Citizen without TIN <input type="checkbox"/> Employer ID		Tax ID No. (if non-citizen provide Alien ID #, Passport # & Country)
*Name on ID used by customer		
*1st ID Type, number, issued by State/Country, & Expiration Date		*2nd ID Type, number, issued by State/Country, & Expiration Date
*Transfer from Wells Fargo Bank 10 digit Account No. (Must be checking, savings, market rate or wholesale checking account)		*U.S. Dollar Wire Amount
*International Wire only: Foreign Currency Type/Name (FX will be used unless specified otherwise)		*Currency Code (if known) *Foreign Currency Amount

2. Beneficiary/Recipient Information (This is the ultimate recipient of the wire transfer funds.)

*Beneficiary/Recipient Name	*Beneficiary Account Number (or Mexican CLABE # if applicable)
Beneficiary Address, City, State, Zip Code	
Information for the Beneficiary (invoice number, Purchase order number, etc.)	Beneficiary Phone Number

3. Beneficiary Bank Information (This is the financial institution or broker dealer (i.e., Merrill Lynch) where the beneficiary maintains their account.)

*Beneficiary Bank RTN or SWIFT Bank Identifier Code (BIC)	*International Sort/Routing/Clearing Code (if applicable)
*Beneficiary Bank Name	
Beneficiary Bank Address, City, State, Zip, Country (optional information)	
Information for Beneficiary Bank (wires to Mexican banks require the CLABE account number in the Beneficiary Account number field to ensure correct payment.)	

4. Intermediary Bank Information (This is a financial institution that the wire must pass through before reaching the final beneficiary bank.) This section is optional and not required for all wires. Please note that routing may be altered depending on Wells Fargo Bank's correspondent relationships.

Optional: *Intermediary Beneficiary Bank RTN or SWIFT BIC	International Sort/Routing/Clearing Code (if applicable)
*Intermediary Bank Name	*Intermediary Bank Account No.
Intermediary Bank Address City, State, Zip, Country (optional information)	
Information for Intermediary Bank	

5. Wire Fee & Customer Signature (Additional fees from intermediary and beneficiary banks may be charged to international transactions – see Fees Section on page 2 of this form.)

Wire Fee Amount (the Transfer From account will be charged the fee.) The region that houses the account being debited determines the fee amount. Use the fee information available through Teamworks and/or the Banker's Guide. Do not use SVT/SVP for fee when account is not in your region.	*AU where the Originator's account is located	*Fee Amount
		\$
My signature here indicates agreement to all of the information on this Outgoing Wire Transfer Request and to the terms and conditions on the second page of this Request. Wells Fargo Bank is authorized to rely on the information on this Request in making the requested funds transfer.		
*X	*Date	

6. Bank Use Only – Bank Approval & Exception Process – Following MUST be completed for All outgoing wires

International Wire Foreign Currency Information		
Rate	Contract # (required when \$15,000 or more U.S. \$)	FX Trader Contact
*Wire Transaction/FAS Number		
*When Customer's account is not debited, the WIP Account is funded by		
<input type="checkbox"/> Paid Cash	<input type="checkbox"/> Paid by Check	<input type="checkbox"/> Paid through account other than checking, savings, MRA, TRS or Hogan. Reference Acct.: #
*Initiated by and AU #	*First Approval	Second Approval, if applicable
	X	X

7. Bank to Complete following as required/needed.

Verification of Originator (Telephone, Fax, written requests or business account validate the originator is an authorized signer & document below or attach supporting documentation.)			
Method of identification to verify requester's authority to charge account for the wire		Caller's immediate phone number	
Reason caller cannot come into the Bank		Caller's location	
		<input type="checkbox"/> Company <input type="checkbox"/> Home <input type="checkbox"/> Other:	
Confirmation of Request (Banker calls customer for confirmation)			
Phone # to call to verify request	Time of call to customer	Source used:	
		<input type="checkbox"/> Bank Records <input type="checkbox"/> Telephone Directory <input type="checkbox"/> Other:	
Name of person placing call	Customer Contact Name	Customer	
		<input type="checkbox"/> Approved the transfer <input type="checkbox"/> Denied the transfer	
Telephone, Fax or Written Request Approvals			
Account Officer	Date	Next level of approval if applicable	Date

Retain original copy in Bank and provide a copy to the customer, including both pages 1 and 2.

Agreement For Outgoing Wire Transfer Requests

Responsibility of the Bank. The Bank is only responsible for making a good faith effort to execute the payment order described in the Outgoing Wire Transfer Request (the "Order"). The Order may be sent by wire, telegraph, telephone, cable, or whatever other transmission method the Bank considers to be reasonable. The Order may be transmitted directly to the Beneficiary Bank, or indirectly to the Beneficiary Bank through another bank, government agency, or other third party that the Bank considers to be reasonable.

Agent. Bank may use agents of its choice to perform any of its obligations.

Limitation of Liability. The Bank will not be liable for any loss or damage due to the failure, delay, or error of: (1) the method of transmission selected by the Bank, (2) a third party selected by the Bank to receive the Order, or (3) the Beneficiary Bank. IN NO EVENT WILL THE BANK BE LIABLE FOR DAMAGES ARISING DIRECTLY OR INDIRECTLY IF THE ORDER IS EXECUTED BY THE BANK IN GOOD FAITH AND IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. REGARDLESS OF THE FORM OR NATURE OF ANY CLAIM OR ACTION, IN NO EVENT WILL THE BANK BE LIABLE FOR PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT THE BANK SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Reliance on Information Provided. Bank may rely solely (i) on the account number of the person ("Beneficiary") who is to receive the wire transfer rather than the Beneficiary's name, and (ii) if provided by you, on the identification number of any other financial institution through or to which the funds are to be transferred, rather than the name of the financial institution.

International Wire Transfers. If the Order is to be handled under any general or specific statute, rule, regulation or license of the United States, or any agency thereof, it is understood that the Order shall be subject to such statute, rule, regulation or license. Unless specified to the contrary, an Order will be in foreign currency (FX). The Bank will convert the amount to be transferred to the currency of a designated foreign government or intergovernmental organization ("Foreign Currency") at the Bank's buying rate for exchange in effect on the date the Order is executed. Upon request the Bank will convert the amount to be transferred to U.S. Dollars.

Refund. If the Beneficiary Bank does not pay the Beneficiary specified on the Order, a refund will be made only after the Bank has received confirmation of the effective cancellation of the Order and the Bank is in free possession of the funds debited or earmarked in connection with the Order. If the order is payable in Foreign Currency, the Bank will not be liable for a sum in excess of the value of the Order after it has been converted from Foreign Currency to U.S Dollars at the Bank's buying rate for exchange at such time as the cancellation of the Order is confirmed by the Bank.

Failure to Transfer Proper Amount. If the Bank is notified that it did not transfer the full amount stated in the Request, the Bank's sole liability will be to promptly execute a second payment Order in the amount of the stated deficiency. If the Bank executes an instruction in excess of the amount stated in the Request, to the extent that the originator does not receive the benefit of the Order, the Bank will only be liable for any loss of the principal amount transferred in excess of the amount stated in the Request instructions. Additionally, the Bank will be liable for the amount of interest the originator has lost due to the transfer of the excess amount, computed at the then current Federal Funds rate. However, the Bank's liability for loss of interest shall be limited to twenty (20) calendar day's interest. This section sets forth the Bank's complete liability for the order issued under this agreement.

Finality of orders. The order will be final and will not be subject to stop payment or recall, except that the Bank may, at the originator's request, make an effort to effect such stop payment or recall. In such case, the Bank will incur no liability for its failure or inability to do so.

Fees. In addition to the outgoing wire transfer fee, additional fees may apply. Additional fees can include, but are not limited to: an additional fee for bank initiated transactions, amendment fees, statement fees, fees assessed by beneficiary and intermediary banks, etc. Wells Fargo Bank Wire Transfer Fees are disclosed in your most recent Fee and Information Schedule and related amendments.

Acts of God. The Bank is excused for delays or failure to execute the Order to the extent that the delay or failure results from a cause beyond the reasonable control of the Bank.