



## **OUTGOING DOMESTIC WIRE TRANSFER Information Checklist – required items**

Help us process your wire by providing us with the following information on your wire transfer request form.

### **WHO IS RECEIVING THE WIRE?**

Wires can be sent to any person or entity with an active bank account. That person or entity is known as the beneficiary. We will need the following information about the beneficiary:

- Full name:
  - Individuals: Full first and last name
  - Businesses: Full business name including LTD., Inc., Co.
- Beneficiary account number
- Beneficiary's address as it appears on the account you are sending the wire to

### **WHO IS THE RECEIVING FINANCIAL INSTITUTION?**

Wires are sent directly to the beneficiary's financial institution (FI). We will need the following information about the beneficiary's FI:

- Full name of the financial institution
- Address of the FI (city & state at a minimum)
- ABA/Routing Number (this code is 9 digits long). An ABA/Routing is a domestic banking code specifically for wire transfers.

This checklist is for informational purposes only and does not signify formal approval. Additional Information may be required.