



PACIFIC WESTERN BANK

VIPbanker™

WIRE TRANSFER INFORMATION WORKSHEET

(Complete for each Wire Transfer template)

Company Name: _____

Port Number: _____

Wire Transfer Name: _____

(maximum 17 characters)

From Account: _____

To Institution Routing #: _____

To Institution Name: _____

To Institution Address: _____

To Account Number: _____

To Account Name: _____

BENEFICIARY INFORMATION

(REQUIRED ONLY IF A THIRD INSTITUTION IS INVOLVED)

Beneficiary Inst Routing #: _____

Beneficiary Inst Name: _____

Beneficiary Inst Address: _____

PAYMENT DETAILS (OPTIONAL)

Minimum Amount: _____

Maximum Amount: _____

Default Amount: _____

Default Message: _____

AUTHORIZED EMPLOYEES - List employees who are authorized to initiate the above wire transfer or "ALL" for all currently authorized employees.

ADDITIONAL APPROVAL

Your company can require that a wire transfer be approved by a second person before it can be sent. **Does this wire transfer require secondary approval?** Yes No

Authorized Company Signature

Date

BRANCH USE

ELECTRONIC BANKING USE

Prepared By: _____

Branch Number: _____

Date Sent: _____

Received By: _____

Input By: _____

Date Completed: _____

Wire Transfer Information (continued)

Wire Transfer Name – A 17-character nickname assigned to each wire transfer to identify the type of transfer transaction and is displayed when a wire transfer is requested.

From Account – The First National Bank account number the wire transfer will be withdrawn from.

To Routing/Transit – The nine-digit institution routing number that identifies the institution receiving the funds from the transfer.

To Institution – The name of the institution receiving the funds from the wire transfer.

To Institution Address – The mailing address of the institution receiving the funds from the wire transfer transaction.

To Account Number – The account number the wire transfer will be deposited into.

To Account Name – The name of the account holder receiving funds from the transfer.

Beneficiary Institution – The name of the beneficiary institution receiving the funds from the wire transfer. The beneficiary institution passes on the wire information to the final destination.

Beneficiary Institution Routing/Transit – The beneficiary's institution receiving the funds from the wire transfers.

Beneficiary Institution Address – The address of the beneficiary institution receiving the funds from the wire transfer.

Minimum Amount – The least amount allowed for the transfer.

Maximum Amount – The greatest amount allowed for the transfer.

Default Amount – The dollar amount of the wire transfer, if fixed. Leave blank if amount will change.

Default Message – Fixed payment detail to accompany the wire transfer. If payment details will change, leave blank.