



Wire Memo Form

1. Wire Information

Account Number: _____ Rep Code: _____

Amount of Wire: _____ Is this a Third Party Request? Yes _____ No _____

Wire Instructions Confirmation:

Bank Name: _____

Account Title: _____

Client Account No. At Bank: _____

2. Supplemental Information

All Required New Account Documents on File? Yes _____ No _____

(Please note in the event the account is missing documents, the wire cannot go out until missing documents are received and in good order)

Free Credit Balance Sufficient for Payment? Yes _____ No _____

Is the Amount of Funds Wired the Complete Assets of the Account?

If Yes, is the Account to be Closed? Yes _____ No _____

3. Confirmation Call Details

Phone Number Used to Confirm: _____

Date of Confirming Phone Call: _____

Signature of Person Making the Confirming Phone Call: _____

4. Approval

By signing below, I attest that I have called the client and confirmed the banking details outlined above.

*Please ensure that all questions are answered. If the information is not complete, or if any question is not answered, the wire transfer will not be processed.

Representative Signature: _____ Print Name _____ Date _____

Branch Manager Signature: _____ Print Name _____ Date _____