



REQUEST A DOMESTIC WIRE TRANSFER

Dear Customer:

To request a Domestic Wire Transfer, follow the steps below. Please submit your request by 1:00 pm to allow time for pre-processing. Requests received and verified before 2pm Pacific Time on a business day will be processed the same day. Requests received **and verified after 2pm** Pacific Time on a business day will be processed the next business day.

1. If you have not previously completed an Agreement for Wire Transfer Services, please contact your RiverBank representative to complete the Agreement.
2. Complete the Wire Transfer Request Form:
 - a. Ensure that the account number and name of the Beneficiary are accurate; and the Routing and Transit (ABA) number of the Beneficiary's Bank is accurate.
3. Return the completed Wire Transfer Request form. The following are your options for returning the completed form to RiverBank:
 - a. Secure Email
 - b. Upload through Online Banking
 - c. In Person
 - d. Fax to your RiverBank Representative
4. A RiverBank Representative will verify the form before the request is processed. If additional follow-up is required, a RiverBank Representative will contact you at your phone number in our records. After the form has been verified, we will process your wire transfer.

Accurately completing the form and clear communication are keys to successful wire transfers. As always, your RiverBank Representative is happy to assist, please contact them with any questions.

Other Wire Services:

- Please contact your RiverBank Representative for International Wire Transfer instructions or to set up a repetitive wire transfer.

Glossary of Terms:

- Domestic Wire Transfer – Wire directly to a US Bank, in US dollars. Processing times by Receiving Bank may vary.
- Routing and Transit (ABA) Number: This is the nine digit Fedwire number assigned to a financial institution in the United States. This **may not be** the same ABA number as found on the bottom of checks or deposit slips; your beneficiary should verify the ABA number and all wiring instructions with their bank.
- Beneficiary Bank – The Bank at which the Beneficiary holds their account
- Intermediary Bank – An intermediary bank is a bank that acts on behalf of the Beneficiary Bank. Payments will reach the Intermediary bank before being credited to the Beneficiary Bank.
- FI to FI Information - Use this field to enter additional information you would like sent with the wire (i.e. Escrow number, Invoice Number, Further Credit To information)



PLEASE TYPE OR PRINT CLEARLY

Please submit by 1:00 pm for same day processing*

Originator (Sender) Information

DATE OF REQUEST (mm/dd/yy)

BEST CONTACT PHONE NUMBER

NAME AS IT APPEARS ON THE ACCOUNT

First and Last Name or Business Name

ACCOUNT OWNER STREET ADDRESS

Street Address (No P.O. Boxes)

City

State

Zip Code

RIVERBANK ACCOUNT NUMBER TO BE DEBITED

DOLLAR AMOUNT TO BE WIRE TRANSFERRED

In USD only

SIGNATURE OF AUTHORIZED SIGNER/ACCOUNT OWNER

Date

PRINT NAME OF AUTHORIZED SIGNER/ACCOUNT OWNER

*Requests **received and verified before 2pm** Pacific Time on a business day will be processed the same day. Requests received and verified **after 2pm** will be processed the next business day.

Beneficiary (Receiver) Information

BENEFICIARY NAME

Name as it appears on account to be credited.

BENEFICIARY ADDRESS

Street Address (No P.O. Boxes)

City

State

Zip Code

BENEFICIARY BANK NAME

Bank where Beneficiary Account is held

BENEFICIARY BANK ROUTING AND TRANSIT (ABA) NUMBER

9 digits - Confirm the Fedwire ABA with your bank

BENEFICIARY BANK ACCOUNT NUMBER (Receiver)

INTERMEDIARY BANK NAME (Only if necessary)

INTERMEDIARY BANK ABA NUMBER (9 digits)

FI to FI INFORMATION:

Additional information to Beneficiary or Receiving Bank

BANK USE ONLY

Customer Identity Authenticated: _____ Debit Account #: _____
Funds Verified: _____ Agmt on File _____ Credit Account #: 20540 (Wire Clearing)
Callback Completed (if req'd): _____ Wire Fee: _____
Callback Contact: _____ MTX Entry Posted: _____
Bank Short Name: _____ Disbursement Approval: _____

BANK USE ONLY

Business Function: CTR - 1000 Customer Regular FT Authorized Wire Creator (PCBB): _____
OFAC Verified: _____ Finance MTX Entry: _____
OFAC Cleared (if req'd): _____ Wire Approved (PCBB): _____