



**WIRE TRANSFER REQUEST FORM**  
To ensure accuracy, this form must be typed.

Date of Wire \_\_\_\_\_ Amount of Wire \_\_\_\_\_ Time of Request \_\_\_\_\_

Email to [wires@tandem.bank](mailto:wires@tandem.bank) for processing

**Wire Fee: Domestic - \$20.00; International - \$40.00**

**ORIGINATOR INFORMATION**

Client Name \_\_\_\_\_  
Address, City, ST, Zip \_\_\_\_\_  
Account Number \_\_\_\_\_  
Comments \_\_\_\_\_

**INTERMEDIARY BANK INFORMATION (IF NECESSARY)**

Intermediary ABA Number \_\_\_\_\_  
Intermediary Bank Name \_\_\_\_\_

**BANK INFORMATION**

ABA Number: \_\_\_\_\_ SWIFT Code: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
ST/Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

**BENEFICIARY INFORMATION**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State/Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

I authorize Tandem Bank to transfer my funds as set forth in the instructions noted herein (including debiting my account, if applicable) and agree that such transfer of funds is subject to the Tandem Bank's transfer agreement and applicable fees. If this is a foreign currency wire transfer, I understand the Tandem Bank will provide a conversion rate at the time the wire transfer is sent. I understand the wire cut-off times are 4:00 p.m. for domestic wires & 2:30 p.m. for international wires.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Signature \_\_\_\_\_  
(if required)

<b>BANK USE ONLY</b>	
Approval Signature _____	Employee Initials: _____
Approval Signature _____	Current Balance: _____
<b>CUSTOMER VERIFIED BY:</b>	
Name of Contact: _____	Employee Verified: _____
In person or Phone Number: _____	Date & Time: _____
<b>WIRE DEPARTMENT ONLY</b>	
FRB balance: _____	Wire # _____
Entered By: _____	Time: _____
Verified By: _____	Time: _____