|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 6000 Executive Blvd.  North Bethesda, MD 20852  240-283-0420  FAX 301-230-6590 | One Church St., Ste. 100  Rockville, MD 20850  240-283-0416  FAX 301-762-2991 | 1776 Eye St., N.W.  Washington, D.C. 20006  202-861-2265  FAX 202-861-3439 | 200 Gibralter Rd., Ste 129  Horsham, PA 19044  215-675-1022  FAX 215-674-5460 |

**THIS FORM MAY ALSO BE RETURNED TO THE BANK USING ITS ENCRYPTED/SECURE EMAIL LINK FROM THE BANK WEBSITE.  
SEND THE EMAIL DIRECTLY TO A BANK EMPLOYEE.**

**CAPITAL BANK WIRE TRANSFER REQUEST**

|  |  |  |
| --- | --- | --- |
| **SECTION A** | | |
| **Originator/Customer Name** | **Originator Account Number** | **Amount of Wire**  **$** |
| **Date/Time Sent**  **Date** **Time**  **PM**  **AM** | **Originator/Customer Signature (or per attached instruction):** | |
| **Capital Bank does not initiate wires for non-customers.** |  | |

|  |  |
| --- | --- |
| **SECTION B** | |
| Beneficiary Name |  |
| **Beneficiary Address** |  |
| **Beneficiary Bank Name** |  |
| **Beneficiary Bank Address** *(Street, City, State, Zip, Country)* |  |
| **Beneficiary Bank ABA Routing Number** |  |
| **Beneficiary Account Number** |  |
| **Reason for Wire MUST BE COMPLETED** |  |
| **Special Instructions** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION C - BANK USE ONLY** | | | |
| **Order Sent | Date       Time** **AM  PM** | | **Beneficiary of Wire & Customer Name Checked on OFAC**  **Beneficiary Country Checked on Blocked Countries List**  **Originators’ Authorized Signature Verified** | |
| **Call Back Person Spoken To** | | **Call Back Made By** | |
| **Call Back Number**  **ONLY per # already on Bank Records** |  |
| **Funds Available $** | | **Hold Placed $** | **By:** |
| **Fee Charged $** | | **Approved By** | |
| **Entered By** | | **Verified By** | |

* Checklist, each item to be ***initialed*** by person who enters the wire:
* Customer Verification Account Hold Tickets/Block OFAC Verification(s)
* In order for a wire transfer to be sent on the same business day, the Bank must receive this completed Wire Transfer Request by 4 pm for domestic wires, 3:30 pm for international wires. Wire Transfer Requests received after that time will be sent the next banking business day.
* Wire transfers are only sent on collected funds from a customer’s account. If it is determined that the funds on deposit are not yet collected funds, the Bank may not send the wire transfer drawn on such funds until such time as it determines that there is no risk of return of funds deposited to the sender’s/customer’s account.

**This wire transfer request is governed by the U.C.C. - ARTICLE 4A - FUNDS TRANSFERS, your agreement with the Bank, and Capital Bank’s Capital Express Online Banking Policy and Agreement for transfers received via Capital Express**