|  |  |
| --- | --- |
|  | **CAPITAL BANK WIRE TRANSFER REQUEST**  **Main Office – 1 Church St., Rockville, MD 20850** |

**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.**

|  |  |  |
| --- | --- | --- |
| **SECTION A** | | |
| **Branch Name:** | **Request Received By:** | **Wire Instructions Received Via:** |
| **Originator/Customer Name** | **Originator Account Number** | **Amount of Wire**  **$** |
| **Date/Time Sent**  **Date** **Time**  **PM**  **AM** | **DOMESTIC WIRE**  **INTERNATIONAL WIRE** | |
| **Capital Bank does not initiate wires for non-customers.** | **Originator/Customer Signature/Authorized Signer** | |

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