



Wire Transfer Request Worksheet – Fax / E-Mail Request

Date:	Repetitive Code (if applicable):	Amount:
		If not US Dollars, specify currency:

Anchor Bank’s Wire Department is required to perform a call back on all Fax/E-mail wire requests

See next page for specific line instructions

1) Anchor Bank Account Name:	
2) Anchor Bank Account Number:	
3) Person Requesting Wire:	

4) Beneficiary Account Number -OR- 5) IBAN/International Bank Acct # (international only)*	
6) Beneficiary Name & Address	
7) Beneficiary Bank Routing Number/ABA -OR- 8) SWIFT Code (international only)*	
9) Beneficiary Bank Name & Address	
10) Reference (special instructions, invoice number, etc.)	
11) Intermediary (receiving) Bank Name & Address	
12) Intermediary (receiving) Bank Routing Number/ABA	
13) Wire PIN (if PIN on file):	-OR- Customer Signature:

Domestic, Business International and Personal International Wires:

Please fax or e-mail (secure) completed forms to the Wire Department by the 3:00pm CT cut-off time using the fax number 952-808-8029 or e-mail to wireddept@anchorlink.com.

For Banker Use Only:

Verify call back number in JHA is current	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Banker Submitting Wire	
Name of Relationship Manager for customer	

INSTRUCTIONS

To ensure accuracy, please verify wire instructions with the beneficiary before completing form. Questions regarding the wire instructions should be directed to the beneficiary.

- 1) **Anchor Bank Account Name** -the name that is listed on the Anchor Bank Account.
- 2) **Anchor Bank Account Number** -account number at Anchor Bank that the wire should be debited from.
- 3) **Person Requesting Wire** -authorized person who is requesting wire.
- 4) **Beneficiary Account Number** -beneficiary's account number at beneficiary bank.
- 5) **IBAN/International Bank Acct # (international only)** -beneficiary's account number at beneficiary bank; only used for international wires.
- 6) **Beneficiary Name & Address** -beneficiary's name, exactly as it appears at the beneficiary bank, and address.
- 7) **Beneficiary Bank Routing Number/ABA** -this is the bank that will receive the funds and pass to the beneficiary's account; use their routing number which should be 9 digits.
- 8) **SWIFT Code** -applies to international only; also known as BIC, is an international bank identification code. Should be a minimum of 8 characters but can be as long as 11. This is required for all international wires and is the SWIFT code of the final bank (the bank that will receive the funds and pass to the beneficiary's account).
- 9) **Beneficiary Bank Name & Address** -name and address of the beneficiary bank that is assigned the above routing number or swift code; can be branch specific.
- 10) **Reference (special instructions, invoice number, etc)** -this can be any specific instructions the originator or beneficiary requests; up to 144 characters.
- 11) **Intermediary (Receiving) Bank Name & Address** -this is the bank that will receive the funds and pass it along to the beneficiary bank. This is not required if the beneficiary bank receives/processes wires themselves. If a bank doesn't have those capabilities, they will use an Intermediary bank to process wires. This, along with the beneficiary bank information, is required for proper processing.
- 12) **Intermediary (Receiving) Bank Routing Number/ABA** -this is the bank routing number/ABA for the Intermediary (Receiving) Bank listed above; should be 9 digits.
- 13) **Customer Signature or PIN** -an authorized signer should sign or, if an application/wire PIN is on file, must provide PIN.