

# Checklist for Sending a Domestic Wire Transfer

## Sender Information

- ☐ Sender's Name (First name, Last name)
- ☐ Sender's Account Number
- ☐ Sender Address (If sending more than \$3,000.00, note address in remarks)

## Payee Information

- ☐ Payee Name (First name, Last name)
- ☐ Payee Account Number and Type
- ☐ Payee Address (If receiving more than \$3,000.00, note address in remarks)
- ☐ Further credit information, if applicable
  - Additional wiring instructions (Example: For further credit, account number may be placed in remarks)

## Receiving Financial Institution Information

- ☐ Payee's Financial Institution Name
- ☐ Financial Institution Routing Number/ABA and Financial Institution City/State
  - A unique 9-digit number to identify financial institutions used in the U.S.
- ☐ Corresponding/Intermediary Bank Name and Routing Number may be noted in remarks, if applicable
  - A financial institution that provides services on behalf of another in order to credit the beneficiary's financial institution

## Transfer Information

- ☐ Transfer amount
- ☐ Whether transfer is to a third party
  - Anyone other than yourself
- ☐ Any remarks needed on wire, if applicable
  - Additional wiring instructions (Example: For further credit information)

## Remarks

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## Note

- Pheple charges a \$20.00 wire fee for all wires being sent.
- Requests made by 1:30 pm on Monday - Friday will be processed that day.
- Funds are generally received at the other financial institution within one or two business days.
- Valid Photo Identification is required.

