

# WIRE TRANSFER INSTRUCTION FORM

## Sender Information

Full Name / Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Recipient Information (Beneficiary)

Full Name / Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Recipient Bank Information

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

Bank SWIFT/BIC Code: \_\_\_\_\_

Bank ABA Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

## Wire Transfer Payment Details

Amount to be Transferred (USD): \_\_\_\_\_ USD

Purpose of Payment: \_\_\_\_\_

Reference Number(s) (if any): \_\_\_\_\_

## Instructions and Terms

1. All wire transfers must be sent in United States Dollars (USD) unless otherwise agreed.
2. Sender is responsible for all wire transfer fees and charges imposed by their financial institution.
3. The beneficiary bank and beneficiary account information must be accurate and complete to avoid delays.
4. Neither the beneficiary nor the beneficiary bank shall be liable for any delays or losses caused by errors in wire instructions.
5. Wire transfer confirmations should be provided to the beneficiary promptly upon completion of the transfer.
6. This wire transfer instruction form is governed by and construed in accordance with the laws of the United States of America.
7. This document constitutes a legally binding agreement for the wire transfer instructions provided herein.

**SENDER'S AUTHORIZED SIGNATURE**

**BENEFICIARY'S AUTHORIZED SIGNATURE**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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