

Wire Transfer and Withdrawal Request Form

In an effort to keep parish, ADOM and other entity savings secure the following procedures are implemented, effective immediately, when requesting fund withdrawals or payments to be made via WIRE TRANSFERS.

- All withdrawals from saving accounts or payments to be made from accounts on deposit via wire transfer must be requested via this form.
- No disbursement will be issued without a visual (either in-person or via video) confirmation from the authorized signer

Date:	Daytime Phone:										
Entity or budget:	Entity or budget Number: _____ Account Number: _____										
Email Address:											
Address:											
Wire Transfer Amount: \$											
Beneficiary Name:											
Beneficiary Account Number or IBAN:											
Beneficiary Address:											
Receiving Bank Name:											
ABA Routing Number (9 digits):	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Receiving Bank Address:											
Beneficiary/Intermediary Bank Name (if applicable):	Beneficiary/Intermediary Account Number (if applicable):										
Reference Information (if applicable)											
International Wires – SWIFT/BIC Code:											

Please be aware that all wire transfers will require visual (either in-person or via video) confirmation by the Finance Office. Due to increased security procedures, an inquiry with the Office of Foreign Asset Control (OFAC) may delay the processing of the wire transfer. By signing this agreement, you authorize the Finance office of the Archdiocese of Miami to transfer funds as described herein and debit the provided account in the amount transferred. *E-mail completed forms to ykoenitzer@theadom.org or mrancano@theadom.org*

Authorized Signature:	Title:
-----------------------	--------

Printed Name:	Date:
---------------	-------

**WIRE TRANSFER REQUEST
INSTRUCTIONAL GUIDE**

This form is designed to aid in the completion of the Wire Transfer Request Form. Please read the instructions carefully. Each line item on the request form is identified below with a brief description and/or purpose of the information. E-mail completed form to ykoenitzer@theadom.org or mrancano@theadom.org

Date: Enter the date the transfer is to be completed.

Daytime Phone Number: Please provide a number where you can be reached immediately via video conference. FACETIME, SKYPE, TEAMS are readily available. The call will be placed to you by the Accounting Office.

Email Address: Please provide your current email address.

Address: Please enter your street address. **P.O. BOX NUMBERS ALONE ARE NOT ACCEPTABLE.**

Wire Transfer Amount: Please enter the amount you wish to transfer. If sending overseas, please indicate the currency denomination.

Beneficiary Name and Account Number or IBAN: Please enter the name of the person or party receiving the transfer, along with their complete account number or IBAN. The IBAN (International Bank Account Number) is used throughout Europe and some Asian and African countries.

Beneficiary Address: Please enter the recipient's full and complete street address. **P.O. BOX NUMBERS ALONE ARE NOT ACCEPTABLE.**

Receiving Bank Name: Please enter the name of the financial institution receiving the transfer.

ABA Routing Number: Please enter the nine (9) digit routing number of the institution receiving the funds.

Receiving Bank Address: Please provide the bank address. **THIS IS MANDATORY FOR INTERNATIONAL WIRES.**

Beneficiary/Intermediary Bank Name: If applicable, use this section to provide further credit details. Examples would be the name of a mortgage company (if paying off a loan), or the name of an investment firm (if purchasing stock or an investment).

Beneficiary/Intermediary Account Number: If applicable, please provide the account number of the further credit institution.

Reference Information: If applicable, you may enter any miscellaneous or payment details pertaining to the transfer.

SWIFT Code: For international wires, this code is mandatory. Please provide the SWIFT Code (sometimes known as a BIC Code) of the foreign institution.

Signature: Please be sure to sign your completed wire transfer request before sending.

Accounting