

## Outgoing Wire Supplement Form

**This form is required for every outgoing wire.**

**Date Wire Sent:**

**Branch:**

**Name of Sending Member:**

**Member #:**

**Wire Completed:** ☐ In Person ☐ Fax ☐ Email ☐ Phone

**Wire Instructions:** ☐ Outgoing Wire Transfer Request Form  
☐ Other:

**Debited Member's Account** ☐ Yes

**Transactions verified by second Employee** ☐ Yes  
(amount, fees charged, GLs, descriptions)

**If this is a fax or email request by the Member, in addition to the Member Signature on the Outgoing Funds Wire Transfer Request, the request **MUST** be telephone confirmed to verify the identity of the sender.**

Telephone confirmation @ \_\_\_\_\_ by: \_\_\_\_\_  
(time/date) (Employee)

### Account Authority Verified or Collected

- ☐ Signing authority and signatures verified
- ☐ For fax or email request verbal confirmation of Member using contact information on banking system

## Due Diligence Section

**Have funds been on deposit more than 5 business days?** ☐ Yes ☐ No

If not, indicate source of funds:

**Have we identified any red flags?** ☐ Yes ☐ No If yes, discuss further with Member and seek Risk & Compliance for approval before proceeding.

**Where beneficiary is an entity, for wires over \$50,000 and/or red flags, perform a search for beneficiary to ensure no obvious red flags are evident and search results align with information provided by Member. (CAUTION: if search identifies cryptocurrency or bitcoin; verify Member is aware and wishes to proceed)**

**Does the information seen on Central 1 align with the information the member is providing?** ☐ Yes ☐ No If no, discuss further with Member and seek Risk & Compliance for approval before proceeding.

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## Compliance

### Detailed Reason & Purpose for Sending Wire:

(i.e. "Purchase of \_\_\_\_\_"; be specific of item(s))

### Beneficiary Name:

If an entity, nature of the business (per google search):

If entity is a crypto currency dealer (such as Shake Pay, Newton, Gemini and Coinbase, among others) escalate wire to Fraud and Compliance for review and approval.

### For Sender - Nature of Principle Business (Business/Organization) – OR - Occupation (Person):

(i.e. Business/Organization – "Agriculture", "Manufacturing", "Construction", "Church")

Has a wire been sent in the last six (6) months by this Member? ☐ Yes ☐ No

### Sender Personal Information Verified or Collected

- ☐ Phone
- ☐ Address
- ☐ Identification verified on file or collected

### Politically Exposed

Is sender a Politically Exposed Foreign Person (PEFP) or close associate, Politically Exposed Domestic Person (PEDP), or Head of an International Organization (HIO) (includes family members of all)? See [Politically Exposed Person Determination Procedure](#). ☐ Yes (complete AML 312.01) ☐ No

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### Notes:

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I have followed the Wire Procedure and have completed my due diligence in ensuring the information provided by the Member is correct and I have identified no red flags with this transaction.

Originating Employee Name: \_\_\_\_\_

Originating Employee Signature: \_\_\_\_\_

### **FOR WIRES OVER \$3,000,000 (being approved outside branch)**

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_