



Payment Details

Amount *:

Description *:

Recipient Information

Name *:

Address 1 *:

Address 2:

City, State Zip *:

Recipient Bank Information

Bank Name *:

Bank Routing # *:

Account # *:

Account Type:

☐

Checking

☐

Savings

☐

Not Applicable

Bank Address 1:

Bank Address 2:

Bank City, State Zip:

Field format Guidance

Amount: Enter numbers only; use decimals when applicable, such as 1,234.56.

Recipient Name: Use the full legal name that matches the bank account.

Routing Number: Enter the 9-digit ABA routing number.

Account Number: Enter exactly as provided in the wire instructions.

Description: Use a clear purpose, invoice number, or payment reference.

Beneficiary/Intermediary Bank: Complete only if included in wire instructions.

For domestic wire payment entry

Complete required fields and attach support. Use intermediary sections only if required.

Beneficiary Financial Institution, if any

Bank Name:

Bank Routing #:

Bank Address 1:

Bank Address 2:

City, State Zip:

Intermediary Bank, if any

Bank Name:

Bank Routing #:

Bank Address 1:

Bank Address 2:

City, State Zip:

Internal Review

Prepared By:

Date Prepared:

Reviewed By:

Date Approved: