

<b>To: Wire Technical Implementation</b> Email to: Special WTX Intl Requests Only <a href="mailto:special_wtx_intl_requests_only@bofa.com">special_wtx_intl_requests_only@bofa.com</a>	Date:
<b>From:</b> Financial Center and Co/Cost Center	Financial Center Phone Number:

**Important:**

- This Transmittal must be completed for all Small Business Wire Transfer Service requests. Check the applicable boxes or fill in the blanks to complete. All Wire Transfer Service requests not accompanied by a properly completed Transmittal will be returned.
- Clients must be **present** and sign the Wire Transfer Service request in front of a financial center employee.
- Private Bank or Merrill clients cannot be enrolled in this service through a financial center. Refer Private Bank, Merrill clients and their joint account owners to their client teams.

**The Accepting Employee must complete the following:**

Step	Action	Documented Response
1	Is the client or other joint owner(s) on the account a Private Bank or Merrill client? <ul style="list-style-type: none"> <li>• <b>Yes:</b> Refer the client to the client's applicable Private Bank or Merrill client team.</li> <li>• <b>No:</b> Proceed to the next step.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Identify the type of account(s) requested on the Wire Transfer Service request (personal or business).	<input type="checkbox"/> Personal <input type="checkbox"/> Business
3	Obtain acceptable primary ID. Record acceptable primary ID obtained from requester submitting the Wire Transfer Service request.	Type of ID: _____ ID Number: _____ Issue Date: _____ Expiration Date: _____
4	Perform the required Signature Verification. Compare the client's signature captured on the Wire Transfer Service request to an imaged signature card, business resolution, or posted check. Indicate the method of signature verification.	<input type="checkbox"/> Signature Card <input type="checkbox"/> Business Resolution <input type="checkbox"/> Posted Check # _____
5	Review Account Remarks. <ul style="list-style-type: none"> <li>• Indicate if there are remarks on the account system of record that indicate current or previous fraudulent activity.</li> <li>• <b>Decline</b> the request if there is <b>current fraudulent activity</b> (within the last 30 calendar days).</li> </ul> <p><b>Important:</b> If there is no current fraudulent activity, but there was previous fraud prior to the last 30 calendar days, the Financial Center Manager (FCM), Assistant Manager (FCAM) or the Business Banking Relationship Manager's (BBRM [SB]'s) Market Executive must perform a separate signature verification and a client call back.</p>	Current Fraud <input type="checkbox"/> Yes <input type="checkbox"/> No  Previous Fraud <input type="checkbox"/> Yes <input type="checkbox"/> No

6	<p>Review and document the last maintenance change on the account.</p> <p><b>IMPACS:</b> View the last maintenance change date on the <b>Customer/Address</b> screen.</p> <p><b>Interact:</b> View the last maintenance change date in the <b>Summary Information</b> section of the account profile.</p> <p><b>Important:</b> If the date of the last maintenance change is within the last 30 days, the Financial Center Manager (FCM), Assistant Manager (FCAM) or the Business Banking Relationship Manager's (BBRM [SB]'s) Market Executive must perform a separate signature verification and a client call back.</p>	<p>Date of last maintenance change:</p>
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**The Reviewing Employee (Financial Center Manager (FCM), Assistant Manager (FCAM) or the Business Banking Relationship Manager's (BBRM [SB]'s) Market Executive) must complete the following after the client leaves the financial center:**

Step	Action	Documented Response
1	Review the steps taken by the Accepting Employee to ensure all appropriate client authentication steps were taken. If no, do not submit the request.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<p>Perform a separate signature verification and a client call back at a later time using a telephone number on the system if:</p> <ul style="list-style-type: none"> <li>• Previous fraud is indicated prior to the last 30 calendar days <b>and/or</b></li> <li>• Maintenance changed in the last 30 calendar days.</li> </ul>	<p><b>Signature Verification:</b></p> <p><input type="checkbox"/> Signature Card</p> <p><input type="checkbox"/> Business Resolution</p> <p><input type="checkbox"/> Posted Check # _____</p> <p><b>Callback:</b></p> <p>Date: _____ Time: _____</p>

**Comments:**

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**Accepting Employee:**

I certify I have completed all applicable steps above and the information provided on this form is true and correct.

Printed Name:	Signature:
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**Reviewing Employee (Financial Center Manager (FCM), Assistant Manager (FCAM) or the Business Banking Relationship Manager's (BBRM [SB]'s) Market Executive):**

I certify I have reviewed all applicable steps above, performed a separate signature verification and callback, if required, and the information on this form is true and correct.

Printed Name:	Signature:
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Email to **Wire Technical Implementation** at Special WTX Intl Requests Only [special\\_wtx\\_intl\\_requests\\_only@bofa.com](mailto:special_wtx_intl_requests_only@bofa.com).