

NOTICE OF WIRE TRANSFER & ACH PAYMENT

**In order for wire funds to be properly applied
PLEASE REMIT A COPY OF THIS FORM TO Your Office Manager**

CLIENT INFORMATION

Client Name _____ Date _____
Client Email Address _____ Client Phone # _____

WIRE INFORMATION

Wired Amount \$ _____ Wire Date _____
Name of Originating Bank _____
Wire Confirmation Number _____

AGENT & PROPERTY INFORMATION

Agent Name _____ Office _____
Property Address _____

WIRE INSTRUCTIONS

Company: _____

Bank: _____
Address: _____

Account #: _____
ABA #: _____

ACH INSTRUCTIONS

Company: _____

Bank: _____
Address: _____

Account #: _____
ABA #: _____

Please note ABA# is different for Wire and for ACH Payment

Swift Code is: _____

Reference Field: **Please enter agent name & property address**

**SPiRALNY
Will return to the sender
any third party funds
(rent, security, etc.).**