

# Instructions on the Wiring Day

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In the Bay Area, Buyers are usually required to wire out the earnest money (Earnest Money Deposit or Earnest Depository Money, used interchangeably) on the first business day after the sales contract has been established, or after Acceptance.

You Buyer Agent will get you informed of the wiring instructions, from the Escrow Company mutually chosen by the listing agent and buyer agent.

Upon the Buyers' successful remittance of the EMD, the purchase agreement is deemed binding and enforceable. Thereafter, the Buyers acquire the legal right to seek specific performance of the contract in the event the Sellers attempt to repudiate their obligations."

## Step 1: Wait for Official Wiring Instructions

- Only accept wiring instructions from your escrow company, never from unfamiliar or unexpected emails.
- The **escrow officer** will send you official wiring instructions via email or through a secure system.
- Call your escrow officer directly at a known number to confirm the details. Do not rely on email alone.
- **If the escrow officer has an assistant, call them too.** Many buyers skip this step, but confirming with both adds a layer of security and clarity.
- If you have not received the wiring instruction by 9 AM, please contact your buyer agent immediately.

## Step 2: Carefully Review the Instructions

Before you take any action, slow down and pay special attention to three key things:

1. **Which bank** your money will be wired to
2. Which bank account number the money is going into
3. **Your file number** (or escrow number) — this acts as a tag to ensure your funds are properly credited once received. Please be reminded that the money so tagged at that bank's account is still belonging to you, as Escrow is always neutral by nature.

These details ensure that your wire goes to the **right account**, under the **right transaction**, and is **earmarked correctly** in the escrow company's system.

## Step 3: Contact or Visit Your Bank

- You can initiate a wire transfer **online**, over the phone (if your bank allows), or **in person** at a branch.
- Bring or enter:
  - The wiring instructions
  - Your escrow file number
  - Your ID
  - The property address
- Tell the bank this is for an **earnest money deposit** on a real estate purchase.

#### **Step 4: Send the Correct Amount**

- Refer to your purchase agreement for the **exact amount**—usually 3% of the purchase price.
- Send out your money in two batches, with the initial batch at a much smaller dollar amount, say \$10, and with the second batch covering all the remaining dollar amount to wire out.
- Double-check all numbers before hitting send.
- Call Escrow to confirm if the first batch has been received. Only send out the second batch after positive confirmation for the initial batch.
- Must get the sending done before noon. Yes it is true some banks may allow you to wire out your money on or before 4PM, but some may not. If you miss sending out money before noon, then please visit your bank to get a cashier's bank payable to the Escrow company and take it to the Escrow office before close of business on the wiring day.

#### **Step 5: Confirm and Communicate**

- Immediately notify your escrow officer and their assistant that the wire has been sent.
- Escrow should confirm receipt shortly. Watch out your email to see if there is any confirmation from Escrow.

#### **Final Tips for Peace of Mind**

- **Never rush.** Take the time to check everything, especially bank names, account numbers, and your file number.
- Verify by phone. Always speak directly with escrow staff, especially if you're unsure.
- Call both the escrow officer and their assistant to make sure everything aligns.
- **Save your records.** Keep all documentation of the wire transfer for your files.