

# CONFIDENTIAL WIRE TRANSFER INSTRUCTIONS

Document Number: WT-2025-00847

Date Issued: January 15, 2025

Valid Until: January 30, 2025

## BENEFICIARY INFORMATION

Company Name: Acme Technologies, Inc.  
Account Number: 4532-8901-2345-6789  
Routing Number: 021000021  
Bank Name: First National Bank of Commerce  
Bank Address: 500 Financial Plaza, New York, NY 10005  
SWIFT Code: FNBCUS33XXX

## PAYMENT DETAILS

Amount: \$2,450,000.00 USD  
Purpose: Q4 2024 Annual Service Agreement  
Reference Code: INV-2024-Q4-0847  
Payment Due Date: January 25, 2025

## SENDER INFORMATION

Company Name: Global Enterprises LLC  
Contact Person: Sarah Johnson, CFO  
Email: sjohnson@globalenterprises.com  
Phone: +1 (555) 123-4567  
Department: Finance & Treasury

## IMPORTANT NOTICE

This document contains confidential banking information. Please verify all details before initiating the wire transfer. Any discrepancies should be reported immediately to the Finance Department.

# WIRE TRANSFER INSTRUCTIONS - PAGE 2

## VERIFICATION PROCEDURES

Before processing this wire transfer, please complete the following verification steps:

### 1. DUAL AUTHORIZATION REQUIRED

This transaction requires approval from two authorized signatories. Both individuals must review and sign this document.

### 2. PHONE VERIFICATION

Contact the beneficiary at the phone number provided on page 1 to confirm the wire instructions. Document the name of the person you spoke with and the time of the call.

### 3. ACCOUNT NUMBER VERIFICATION

Verify the account number matches our records. Cross-reference with previous transactions if available.

### 4. AMOUNT VERIFICATION

Confirm the wire amount matches the invoice INV-2024-Q4-0847. Ensure sufficient funds are available in the sending account.

## FRAUD PREVENTION NOTICE

Wire transfer fraud is a serious risk. Be aware of these red flags:

- Last-minute changes to banking information
- Urgent requests to expedite payment
- Unusual email addresses or phone numbers
- Requests to bypass normal approval procedures
- Pressure to keep the transaction confidential

If you notice any of these warning signs, DO NOT PROCEED with the transfer. Contact the Security Team immediately at [security@company.com](mailto:security@company.com)

### APPROVED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

# WIRE TRANSFER INSTRUCTIONS - PAGE 3

## PROCESSING TIMELINE

Once this document is signed and approved, please follow this timeline:

Day 1 (January 20, 2025):

- Complete all verification procedures
- Obtain dual authorization signatures
- Submit wire transfer request to Treasury

Day 2 (January 21, 2025):

- Treasury reviews and processes request
- Wire transfer initiated before 2:00 PM EST
- Confirmation email sent to all parties

Day 3 (January 22, 2025):

- Funds expected to arrive in beneficiary account
- Follow up with beneficiary to confirm receipt
- Close transaction record

## COMPLIANCE & REGULATORY INFORMATION

This wire transfer complies with the following regulations:

- Bank Secrecy Act (BSA)
- Office of Foreign Assets Control (OFAC) screening completed
- Anti-Money Laundering (AML) procedures followed
- Know Your Customer (KYC) verification on file

Transaction ID: WT-2025-00847-GLB-ACME

Compliance Officer: Michael Chen

Review Date: January 15, 2025

## DOCUMENT RETENTION

This document must be retained for seven (7) years in accordance with corporate record retention policies and regulatory requirements.

Store in: Finance > Wire Transfers > 2025 > Q1

## END OF DOCUMENT

Document Classification: Confidential

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Page 3 of 3