

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.

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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

APPROVED BY:

Signature: _____ Date: _____

Print Name: _____

Title: _____

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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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