

# Consumer domestic wire transfers

## One of the fastest ways to move money

### Important information about your request

A domestic wire transfer is an electronic transfer of funds between financial institutions located within the United States banking system.

To ensure timely delivery to the recipient, please provide complete information. Obtain complete wiring instructions, including account and routing information from the beneficiary. If you are unsure of the beneficiary information and bank routing instructions, always contact the recipient who should confirm the information with their bank. Sending wires without the required information can cause the wire to be delayed, or returned.

*To help prevent fraudulent wire transfers, please discuss the purpose of your wire transfer with a banker. Be cautious before sending money to someone you don't know or met through social media. Common scams include requests to pay IRS taxes, emergency needs by family members, telemarketing sales calls, Internet purchases, etc.*

### STEP 1 Required information for sending a domestic wire transfer

Please note, wire transfers must be conducted in person at a U.S. Bank branch Monday – Friday prior to 3:30 p.m. Central time (excludes U.S. Bank holidays).

#### Originator (sender)

- Purpose of the wire transfer \_\_\_\_\_
- \_\_\_\_\_
- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Telephone number \_\_\_\_\_
- Originator's relationship to beneficiary \_\_\_\_\_
- U.S. Bank checking or savings account number to debit \_\_\_\_\_
- Amount of wire \$ \_\_\_\_\_
- Valid photo ID\* \_\_\_\_\_

#### Recipient (beneficiary) information

- Full legal name \_\_\_\_\_
- Legal address \_\_\_\_\_
- \_\_\_\_\_

#### Recipient (beneficiary) bank information

- ABA routing number \_\_\_\_\_
- Account number (at the receiving bank) \_\_\_\_\_
- Bank name \_\_\_\_\_
- Bank address (including city and state) \_\_\_\_\_
- Additional information for the receiving bank or beneficiary (i.e., invoice numbers, loan payment, etc.) \_\_\_\_\_
- \_\_\_\_\_

\*Must present your valid (non-expired) photo ID to the banker at the time of wire transfer initiation. Valid forms of photo ID are: state issued driver's license, government issued ID, U.S. military ID, passport, consular ID, alien or immigration card.



## STEP 2 Review the following key points related to your wire transfer

- Fees U.S. Bank charges for your wire transfer are listed on the *Consumer Pricing Information* brochure provided by your banker.
- Total due to recipient may differ from the amount debited from your account. Keep in mind the recipient may receive less due to fees charged by the intermediary bank and recipient's bank.

*Caution: If you provide us with an incorrect account number for the recipient or an incorrect ABA routing number for the recipient's bank, you could lose the transfer amount.*

## STEP 3 After the wire transfer has been initiated

- Obtain the wire reference/PAR (payment reference) number provided by the banker. You'll need this number if inquiring about your wire transfer.
- Refer to your banker if you suspect questionable activity.

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## Key terms associated with domestic wire transfers

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### Account numbering identifiers/codes

**ABA/RTN Number:** A unique number assigned by the American Bankers Association (ABA). The ABA number is often referred to as the routing number or routing transit number (RTN).

The ABA (RTN) number is a nine-digit code used to identify a specific domestic financial institution and could be entered as 122235821.

**Beneficiary:** The individual or business receiving the wired funds.

**Originator (sender):** The individual or business sending the wire transfer. The originator must be a U.S. Bank customer.

**PAR:** A Payment Application reference number (also referred to as the reference number) is generated during the wire initiation to identify the wire transfer transactions.

The PAR is a 12-digit number in the following format YYMMDDxxxxxx (170724123456).

**Federal tax payments:** Customers may wire funds to the IRS to pay federal tax payments. All tax payment wires must be initiated prior to the designated cut-off time for same-day posting.

**Wire cut-off time:** The timeline for initiating wire transfers listed below are dependent upon system availability and detailed processing requirements. Customers may request wires anytime during branch operating hours, however, requests received after the wire cut-off period will be processed the next business day (Monday – Friday, excluding holidays).

Federal tax payment wire transfers – 2:30 p.m. central time

Consumer domestic wire transfers – 3:30 p.m. central time

### Additional information

For details about international wire transfers, see the Consumer International Wire Transfers Guide.

