



Escrow

# Outbound Wire Preparation Guide

When authoring an outbound wire request in SoftPro Select:

- Use the website tool (next page) to determine if a financial institution is **ONLINE**
- Do not enter **SPACES** or **DASHES** in routing/account numbers
- Enter up to **150 CHARACTERS** in **Special Instructions**
- Do not enter the following special characters:

*\^~	^*{}[]:/
@\$\	#%&&
\^*'0{}[]:/& \t\r\n~	=
: ^~*\@#\$\$%<>{}[]_	*\

## Basic Wire (1 ABA + 1 Account)

Bank has an ABA, and is “online”

An “online” financial institution has its own ABA, and is **ONLINE** with the Federal Reserve for wiring purposes. Many larger, well-known banks, credit unions, and investment banks/brokerage firms operate this way.

### Contacts screen

Outgoing Wire Information	
Bank name:	Bank of America
ABA routing number:	026009593
Credit account name:	XYZ Selling Company
Credit account number:	23132467897
Special instructions:	Invoice No. 777888999
Further credit:	<input type="checkbox"/>

Receiving bank name, ABA,  
Customer's name & account #

Any special instructions to the  
receiving bank

LEAVE BLANK

### Register

General Bank Details History	
Bank information	
Bank name:	Bank of America
ABA routing number:	026009593
Credit account name:	XYZ Selling Company
Credit account number:	23132467897
Bank sequence number:	
Federal reference number:	
Special instructions:	Invoice No. 777888999
Further credit:	<input type="checkbox"/>

## Investment/Payoff Wire (1 ABA + 2 Accounts)

For Final Credit 2nd Account

A financial institution that does not have its own ABA, must use the services of a receiving bank that is **ONLINE** with the Federal Reserve for wiring purposes. Some investment banks/brokerage firms operate this way.

### Contacts screen

Outgoing Wire Information	
Bank name:	Citibank
ABA routing number:	021000089
Credit account name:	Charles Schwab & Co., Inc.
Credit account number:	40553953
Special instructions:	475869 FBO Jessica Perry and Wesley Perry
Further credit:	<input type="checkbox"/>

Receiving “online” bank  
name & ABA

Investment bank's name  
and account # at the  
receiving  
“online” bank

Customer's brokerage  
account # fbo (for benefit of)  
Customer's name

LEAVE BLANK

### Register

General Bank Details History	
Bank information	
Bank name:	Citibank
ABA routing number:	021000089
Credit account name:	Charles Schwab & Co., Inc.
Credit account number:	40553953
Bank sequence number:	
Federal reference number:	
Special instructions:	475869 FBO Jessica Perry and Wesley Perry
Further credit:	<input type="checkbox"/>

## Intermediary Bank Wire (2 ABAs + 1 Account)

Bank has an ABA, but it is for Bank Institution ONLY

An “offline” financial institution has its own ABA; however it is not online with the Federal Reserve for wiring purposes. Instead, it uses the services of a receiving bank that is **ONLINE**, for further credit to its account. Some credit unions and investment banks/brokerage firms operate this way.

To determine if the ABA/routing number for a financial institution is **ONLINE** with the Federal Reserve for wiring purposes,

1. Navigate to <https://www.frb services.org/EPaymentsDirectory/agreement.html>
2. Click Agree to access the search page
3. Click the Search Fedwire Participants link
4. Enter the ABA/routing number, click the **Search** button
5. In the search results, click the ABA routing number link

**ONLINE** ABA numbers show as **Eligible** and can be used to wire funds.

If the **Fedwire eligibility** for **Funds** shows **Settlement-only**, the ABA routing number is for Bank Institutions Only and **cannot** be used to wire funds.

Fedwire eligibility	
Book-Entry Securities	Eligible
Funds	Eligible

**ONLINE Bank** ✓

  

Fedwire eligibility	
Book-Entry Securities	Eligible
Funds	Eligible Settlement-only

**Bank Institutions ONLY** ✗

### Contacts screen

Outgoing Wire Information	
Bank name:	Catalyst Corp Federal Credit Union
ABA routing number:	311990511
Credit account name:	Suzy Sell
Credit account number:	546575
Special instructions:	Proceeds
Further credit:	
Intermediary bank:	Hawaii USA FCU
Intermediary bank number:	321379410
Beneficiary bank:	

Receiving “online” bank name & ABA

Customer name & account # at “offline” bank

“Offline” Intermediary bank name & ABA

### Register

Outgoing Wire	
General	Bank Details
Bank information	
Bank name:	Catalyst Corp Federal Credit Union
ABA routing number:	311990511
Credit account name:	Suzy Sell
Credit account number:	546575
Bank sequence number:	
Federal reference number:	
Special instructions:	Proceeds
Further credit:	
Intermediary bank:	Hawaii USA FCU
Intermediary bank number:	321379410

## International, Cashier's Check\*\*, Alphanumeric Account #s, or any Other Scenario Requiring Manual Processing

(\*cashier's checks only for those Operations where a “dummy” outgoing wire request form is required. Otherwise cut a check to obtain your cashier's check per your normal process.)

### Manual Process

You enter a “stop” word to prevent the outbound wire request from crossing to WMA.

1. Complete the SoftPro Select outgoing wire fields to generate the printed outgoing wire request form

**NOTE:** International wires use a SWIFT Code instead of ABA Routing number and must be entered in the ABA routing number field.

2. Enter the “stop” word,
  - a) In the **Special instructions** field, enter **INTERNATIONAL** or **CASHIER**; this generates a courtesy email reminding you to manually process the wire

### Contacts screen or Register

Special instructions:	International or Cashier
Further credit:	

**-OR-**

- b) In the **Bank sequence number** or **Federal reference number** field, enter **MANUAL**; this does **NOT** generate an email and the process must be confirmed with your OAC Contact

### Register only

Bank sequence number:	Manual
Federal reference number:	Manual
Special instructions:	
Further credit:	

3. Follow your Operation's manual “paper” process

## Outgoing Wire – Field Mapping

This chart shows you where the information entered in each field of SoftPro Select moves to the Wires Management Application.

	SoftPro Select Outgoing Wire	WMA
<b>A</b>	Amount	Amount
<b>B</b>	Memo & Extended memo (combined)	Additional Wire Information (Comment)
<b>C</b>	Bank name	Bank
<b>D</b>	ABA routing number	ABA #
<b>E</b>	Payee code <b>P</b> or <b>L</b> : Credit account name	Lender
<b>F</b>	Credit account number	Lender's Account Number
<b>G</b>	Payee code <b>NOT P</b> nor <b>L</b> : Credit account name	Name to Credit
<b>H</b>	Credit account number	Account Number to Credit
<b>I</b>	Bank sequence number*	Sequence Number
<b>J</b>	Federal reference number*	Fed Number
<b>K</b>	Payee code <b>P</b> or <b>L</b> : N/A (Reference Number field from the Contact's screen)	Payoff Loan#
<b>L</b>	Payee code <b>NOT P</b> nor <b>L</b> : Special Instructions	Payoff Loan#
<b>M</b>	Intermediary Bank Name	Further Credit Bank Name (Offline Bank)
<b>N</b>	Intermediary Bank Number	Further Credit Bank ABA (Offline Bank)

- **\*Bank sequence number & Federal reference number** fields remain blank until wired. In SoftPro Select, entering text in these fields also STOPS the outbound wire request from crossing over to WMA.
- Use caution when entering information that must go on the wire. Each bank has a character limitation of what they accept from WMA.

## SoftPro Select

Outgoing Wire ? X

General Bank Details History

Status: Pending ☐ To IBA Reference number:

Medium: Wire  Transaction date: (None)

Payee code: P  Amount: **A** \$1,215.03

Payee name: ABC Lending Company

Memo:

Extended memo: Payoff Loan (N.04) \$1,215.30 **B**

CDI: 1  Cleared date: (None)

Apply towards:

Apply	Amount	Description
Apply to Closing	\$0.00	
Unapplied	\$1,215.30	
Overage	\$0.00	

## WMA (Wires Management Application)

View Outbound Wire

☐ Display Full Account Numbers ☐ Display Print Friendly Page on Update [Printer Friendly](#) [Go Back To Search](#)

**Wire Information**

Wire Out OID: **1000861350**

Date Entered: 12/12/2022 03:31 PM MT  
Company: WMA SPS Test Company  
Office: -  
Wire From Account: UBOC0021-\*\*\*00021  
Contact: Brown, Regina  
Wire Initiator: Brown, Regina on 12/12/2022 03:31 PM MT  
Wire Approver: **A**  
Source System: SPS.Testing

Last Modified: 12/12/2022 03:37 PM MT  
Property Address: 1234 Wires Way, Denver, CO 80246  
Status: NEW as of 12/12/2022 03:31 PM MT  
File Number: 2022121724  
Amount: \$1,215.03  
Wire Approver: **A**  
Rejected By:

**Wire for Payoff**

ABA #: 121000248 **D**  
Bank: WELLS FARGO BANK, NA **C**  
Lender: ABC Lending Company **E** **G**  
Lenders Account Number: \*\*\*52648 **F** **H**  
Payoff Loan Number: **K**  
Further Credit Bank ABA: 211381990 **N**  
(Offline Bank)  
Further Credit Bank Name: Metro Credit Union **M**  
(Offline Bank)

**Additional Information For Banks**

If the Confirmer is the last editor of the Additional Information for Banks field, then a different Confirmer will be required on this wire.

Current:  **L** [Update](#)

**Wire Account Verification Details**

Status: Beneficiary Account is not setup in WAVE System

**Additional Wire Action**

Risk: Medium

Action To Take: Choose One

Fed Number:  **J**

Sequence Number:  **I**

**Previously WIRED to Beneficiary & Account:**

60 Days*	180 Days*	365 Days*
0	0	0

\*Totals excludes the last 30 days

OBID: FN:2022121724 PropAddr:1234 Wires Way, Denver, CO 80246

**Internal Notes/Comments**

**B**

Verified with Billy Bankman; Verified date/time 12/12/22 8:20:00 PM; Verified phone 555-123-6548; Verified by Valerie Veirfieski; Verified Comments Wire details verified with bank employee; Additional Notes Loan Closing OBW Verification Data (1305) \$1,215.03 - 12/12/2022 3:31:48 PM - Brown, Regina

If Verification Information is entered for the wire, the information precedes the expected information shown in the **Internal Notes/Comments** field.

[Add Comment](#)