

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** or **OFFLINE**
- 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:


*\^~	^ * { } [] : /
@\$ \	# % @ &
\ ^ * ' () { } [] : / & \ 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:	

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:		

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:	


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:		

Intermediary Bank Wire (2 ABAs + 1 Account)

Bank has an ABA, but is "offline"

An "offline" financial institution has its own ABA, however it is **OFFLINE** 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.

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.

- Complete the SoftPro Select outgoing wire fields to generate the printed outgoing wire request form
- Enter the "stop" word,
 - 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:	

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

-OR-

- 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:	

- Follow your Operation's manual "paper" process

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

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

If the **Fedwire eligibility** for **Funds** shows **Settlement-only**, then the bank is **OFFLINE**.

Fedwire eligibility	
Book-Entry Securities	Eligible
Funds	Eligible

ONLINE Bank

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

OFFLINE Bank

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

CDF: 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: UB0C0021-***00021
Contact: Brown, Regina
Wire Initiator: Brown, Regina on 12/12/2022 03:31 PM MT
Wire Conformer: **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**
Payoff Loan Name: **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 Conformer is the last editor of the Additional Information for Banks field, then a different Conformer 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: [History Details](#)

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

*Totals excludes the last 30 days

OBI: 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 Verfieski; 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](#)