

# Siebert

## Outbound Wire Request

### Return Instructions:

#### New Accounts:

Email: newaccounts@siebert.com

Phone: 800.872.0444

Fax: 212.486.2784

#### Employee Stock Plan Clients:

Email: shareplansupport@siebert.com

Phone: 800.993.2015

Fax: 402.342.2486

#### Please Note:

Submit with a current copy of your driver's license or passport. This information is required for your identity verification and protection.

\* This form cannot be used for Retirement Account Distributions. Please use the IRA distribution form found on our website

\* I/We authorize Muriel Siebert & Co., LLC. to contact the receiving party in order to verify the information provided herein.

### 1. Delivering Account And - Wire Information (See instructions on page 2 for clarification)

a. Siebert Account Number:	b. Title on Siebert Account:
c. Name(s) of Sender(s):	d. Amount of Wire:

### 2A. Domestic Bank Wire Information (See instructions on page 2 for clarification)

a. Receiving Bank Name AND Address:
b. ABA/Routing Number (verify with bank):
c. Name(s) on Receiving Bank Account (no initials or abbreviations):
d. Receiving Bank Account Number:

### 2B. International Bank Wire Information (See instructions on page 2 for clarification)

a. Receiving Bank Name AND Address:
b. SWIFT/ BIC Code:
c. Name(s) on Receiving Bank Account(no initials or abbreviations):
d. Receiving Bank Account Number, IBAN or Cable number:

### 3. Brokerage Wire Information (See instructions on page 2 for clarification)

a. Receiving Bank:	b. ABA/Routing Number (verify with bank):
c. Brokerage Firm Name:	d. Brokerage Firm's Account Number at Bank:
e. Title of Brokerage Firm Account (no initials or abbreviations):	e. Receiving Brokerage Account Number:

### 4. Additional Information

Please use this section to note any additional reference information provided by the receiving financial institution, such as reference numbers, order or invoice numbers, etc.

## 5. Signatures

We, the account owners, jointly and severally indemnify and hold harmless Muriel Siebert & Co., LLC. and/or National Financial Services, LLC, the divisions thereof, and any affiliate, partner, or intermediary banking institution from any claim, suit, demand, loss, or liability, as a result of the clearing firm having effected transactions pursuant to instructions given by the individuals listed on this account, except as may be clearly and convincingly proven to have resulted from gross negligence. I/We authorize Muriel Siebert & Co., LLC. to retain the information provided herein and accept future requests for wire transfers via telephone, facsimile, mail, or electronic correspondence. I/We will not\* Muriel Siebert & Co., LLC. in writing if these instructions become invalid in the future.

Primary Account Holder's Signature:		Date:
Please print: First Name	M.I.	Last Name
Account Holder's Signature:		Date:
Please print: First Name	M.I.	Last Name
Account Holder's Signature:		Date:
Please print: First Name	M.I.	Last Name

## 6. Instructions

Please be aware that processing this Letter of Instruction can take up to two business days from receipt. Domestic wires (within the U.S.) can take up to one business day to reach the receiving account. If there are any issues processing the wire, we will contact you via the email/phone on file.

**Please note:** A fee will be assessed to your account for each wire transaction. For current fees please visit our website at [www.Siebert.com](http://www.Siebert.com). Also, inaccurate information on this form may cause a delay in processing. If your wire is returned, there may be an additional fee assessed by the receiving bank to return the wire.

### Section 1

- To locate your Muriel Siebert & Co., LLC. account number, log in to your account. Go to the Snapshot section > Select Account. All of your accounts and account numbers will be listed in the drop down menu. If you are not an online customer, please reference a statement, tax document, or new account letter.
- If you are wiring from a trust, corporate, or other entity account, the title of the account may not be your personal name. Please ensure you are entering the appropriate name for the account on this line.
- If the account is an Individual or Joint Account, the title of the account will be the same as the name(s) of the sender(s). With trust, corporate, or other entity accounts, the names of the Authorized Agents on the account should be entered on this line.
- The amount of the wire you wish to send.

### Section 2

- Domestic / International: Please provide the full name and address of your Receiving Bank.
- Domestic: The ABA/Routing number is a nine digit identifier for U.S. Banks. International: The SWIFT code is the Society for Worldwide Interbank Financial Telecommunication Bank Identifier Code. It is sometimes referred to as the BIC Code.
- Domestic / International: Please enter the names on the receiving bank account exactly as they are registered at the receiving bank. No initials or abbreviations.
- Domestic: Please make sure to provide the appropriate receiving bank account number. Many credit unions have a main account number into which wires can be received; if you are delivering funds to a credit union; please contact them to verify the appropriate receiving bank account number. International: The IBAN number is the International Bank Account Number. In Mexico it's referred to as the Clabe number. Not all non-US banks have an IBAN number associated with accounts. Please verify with your bank if your account has an IBAN number.

### Section 3

- Please provide the full name of the receiving bank.
- The ABA/Routing number is a nine digit identifier for U.S. Banks.
- Please provide the full name of your receiving brokerage firm.
- Please make sure to provide the appropriate receiving bank account number for your receiving brokerage firm.
- Please enter the names on the receiving brokerage firm exactly as they are registered at the firm. If the receiving account title includes initials or abbreviated names, please also note the full name of the receiving parties.
- Please make sure to provide the reference number to which we will be crediting this wire.

### Section 4

If your Receiving Bank has asked you to reference any specific information outside the specific wire instructions, please enter that reference information here.

## Section 5

Make sure that all authorized parties on the Muriel Siebert & Co., LLC. account have signed the form. **IMPORTANT:** to expedite the processing of your request, please also provide a copy of a valid driver's license, state ID card, or Passport for each signer. Along with a copy of a valid ID, you may scan and email the completed and signed form to [newaccounts@siebert.com](mailto:newaccounts@siebert.com). You may also fax the completed and signed form to # 212.486.2784 **PLEASE NOTE:** If you choose to physically mail your wire form, it may take up to 7 business days to process the wire. To process your wire as quickly and efficiently as possible, we recommend sending through fax or email. To send your wire form via mail, please send to: 15 Exchange Place, Suite 800, Jersey City, NJ 07302.

## Additional Guidance

**Abbreviated Names:** Muriel Siebert & Co., LLC. must verify certain information regarding the recipient of all wires. Please do not abbreviate the recipients name, as this will delay our ability to process your request.

**Signature Verification:** To ensure there are no delays in processing your wire, please include a copy of your government-issued photo identification, bearing your signature. This will allow us to more rapidly verify your information, and allow for more efficient processing of your wire request.

**Wire Type: Brokerage Wires,** Wires to a broker or other business operating as an agent for their client, these wires must include the name and account information of the ultimate beneficiary of the wire.

## 7. Account Verification

### Government-Issued Identification

Please submit a copy of your valid driver's license or passport below.

If the documentation does not fit in the space provided please submit a separate copy with this form.

Passport Or Driver's License

### Check

Please tape a voided check.

Please note that the account registration of the check must be pre-printed and unaltered. (Starter checks are not acceptable)

Voided Check

### Alternative Documentation:

Should your account not have a check, please submit a letter from the receiving financial institution, on letterhead signed by an officer, verifying the account title, number, type, and ABA routing number.