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→ Please forward to each of your vendors

- CONFIDENTIAL -

### BANK WIRE TRANSFER INSTRUCTIONS for VENDORS

Please complete this form (OR return your own) to be paid by bank wire transfer directly to your account.

This is our FASTEST, MOST SECURE payment method.

Vendor Name: (As it appears on your account): \_\_\_\_\_

Your Customer's Name (Reference): \_\_\_\_\_



Vendor's Bank Name: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

Bank ABA/Routing # (for wires): \_\_\_\_\_ (9-Digits)

Bank Phone: \_\_\_\_\_

*Only If Applicable: For Further Credit to Bank Name:* \_\_\_\_\_  
*Only If Applicable: For Further Credit to Bank Account:* \_\_\_\_\_



For Vendor Representative:

We will confirm the wire transfer details to the contact below on the following business day.

Vendor Representative (print): \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email (print): \_\_\_\_\_

**VENDORS: Please return this form and all related documentation DIRECTLY TO YOUR CUSTOMER.**

What happens next? Your customer will forward this wire form to First Capital along with your invoice, their vendor payment authorization, required insurance information (and if applicable, copies of MSO's and titling documentation) as may be specified in the Vendor Prompt Payment Notes that we have provided. Wires (and bank checks) are released at the customer's direction only upon receipt of ALL contract-required documentation. Our "role" is paying vendor invoices on the customer's behalf and at their sole direction, from a vendor payable bank account that has been established specifically for that purpose. Our bank generally releases wires within 3 business days of receiving all documentation.