

# Wire Transfer Instructions

## Outgoing Wires

Home Bank customers may present requests for outgoing wires in person at any Home Bank location, by secure email, phone or via Business Online.

## In Person

- ◆ Provide bank personnel with all information necessary to complete the outgoing wire transfer request.
- ◆ Review outgoing wire transfer receipt for accuracy and sign.

## Secure Email/Phone

- ◆ Provide bank personnel with all information necessary to complete the outgoing wire transfer request.
- ◆ A bank employee will be calling back to verify the request made. You must confirm all instructions during the call back.

## Business Online Banking

A *Wire Transfer Enrollment Form* is required. This form covers the following details:

The Treasury Management Terms & Conditions, daily wire limits, authorized company users and security procedures. Business Online users must use a token, a software-based authentication system that generates a single-use login password, to submit wire transfers online.

## Processing Schedule

- ◆ **Consumer:** The daily cutoff for guaranteed same-day processing of outgoing wires requested in person, by secure email or by phone is 2:00 p.m. CST for international and 4:00 p.m. CST for domestic.
- ◆ **Business:** The daily cutoff for guaranteed same-day processing of outgoing wires requested in person, by secure email, phone or via Business Online is 2:00 p.m. CST for international and 4:00 p.m. CST for domestic.

## Incoming Wire

DOMESTIC WIRE INSTRUCTIONS		INTERNATIONAL WIRE INSTRUCTIONS <i>USD Currency Only</i>	
<b>WIRE TO:</b>	Home Bank 503 Kaliste Saloom Road Lafayette, LA 70508	<b>WIRE TO:</b>	Convera 240 Greenwich Street New York, NY 10286
<b>ABA/ROUTING #:</b>	265270303	<b>ABA/SWIFT #:</b> <b>BANK NAME:</b> <b>ACCOUNT #:</b>	021000018 / IRVTUS3N Bank of New York Mellon 8901309192
<b>FOR FURTHER CREDIT TO:</b>	Customer/Business Name, Account Number	<b>FOR FURTHER CREDIT TO:</b>	59763 – US, Customer/Business Name, Account Number, Home Bank

## Fees and charges

You agree to pay and authorize us to automatically debit your account for the associated fees listed below.

DOMESTIC WIRES			INTERNATIONAL WIRES		
Incoming	Outgoing	Outgoing <i>Business Online</i>	Incoming	Outgoing	Outgoing <i>Business Online</i>
\$15	\$20	\$13	\$20	\$60	\$60