



WIRE POLICY AND INFORMATION

It is the policy of Commerce Title & Abstract Company to provide wire transfer services to our customers.

I. Information necessary for Authorized Personnel to release wire:

- a) Signed Copy of Settlement Statement
- b) Signed copy of the wire release/authorization form by party desiring wire
- c) Payoff Statement with wiring instructions
- d) In instances where loan doesn't close, funds are wired to our account erroneously, etc. the closer should provide evidence of communication from the sender and the attorney familiar with the file should confirm by e-mail and telephone before authorizing release.

II. Information needed from Customer for Commerce Title to initiate a wire:

- a) If the person(s) requesting the wire is present (ID verified), they can provide or verify their wiring information in person and sign the wire information/authorization form
- b) If the person is not present, then this wire information/authorization form must be filled out and notarized by the same notary public who is notarizing the closing documents or the Power of Attorney
- c) In all other cases, i.e., when a Power of Attorney has already been executed and must be approved by Commerce Title, the release of funds will be handled on a case by case basis
- d) **Funds will not be wired without a copy of legible and valid photo ID.**