Important Reminders: **Wire Cutoff Time: 1:00pm**

- 🕐 A wire payee must first be set up to complete a Single or Multiple wire transfer.
- 🕐 Foreign currency wires are only available as **single wires**.
- 🕐 Payees must be set up as an International payee for foreign currency transfers.
- 🕐 Multiple wire transfers can only be created as Domestic wires.
- 🕐 A one-time wire is created for a recipient that is not set up as a payee.
- 🕐 One-time wires can only be created as a Domestic wire

1. Accessing Wire Payees
  a. Login Digital Banking.
  b. Select the "Wires" tab.
  c. Select the Wires tab, then select Wire Payees.

2. Adding New Payees
  a. Select the Add Payee button.
  b. Enter Payee Details
      i.   Payee Type: Domestic
  c. Enter Payee Information
      i.   Nickname
      ii. Payee Name
      iii. Email Address
      iv. Checkbox: Send email when wire status changes to Downloaded
      v.   Account Number (where the funds will be deposited)
      vi. Confirm Account Number
      vii. Address Type: Domestic
      viii. Address
          - Address Line 1
          - City
          - State
          - Zip Code
  d. Enter Payee Financial Institution
      i.   Institution Number Type
      ii. Institution Name
      iii. Institution Number
      iv. Address
          - Address Line 1
          - City
          - State
          - Zip Code
      v.   Beneficiary Reference
      vi. Message to Beneficiary

e.   Select the Receiving Financial Institution checkbox and enter information (optional).

f.   Select the Intermediary Financial Institution checkbox and enter information (optional).

g.   Select the Save button.

3. Editing Payees
    a. Select the Wires tab, then select Wire Payees
    b. Identify the Payee and select the edit (pencil) icon.
    c. Edit fields, as necessary.
    d. Select the Save button.
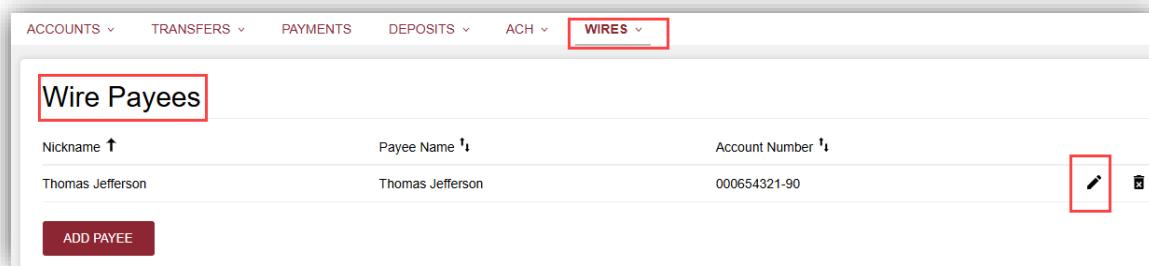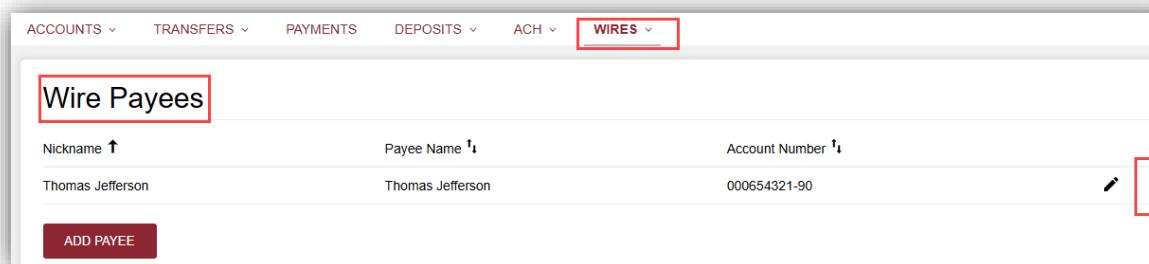

4. Deleting Payees
    a. Select the Wires tab, then select Wire Payees
    b. Identify the Payee and select the delete (trashcan) icon.
    c. Select the OK button on the confirmation popup.