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.
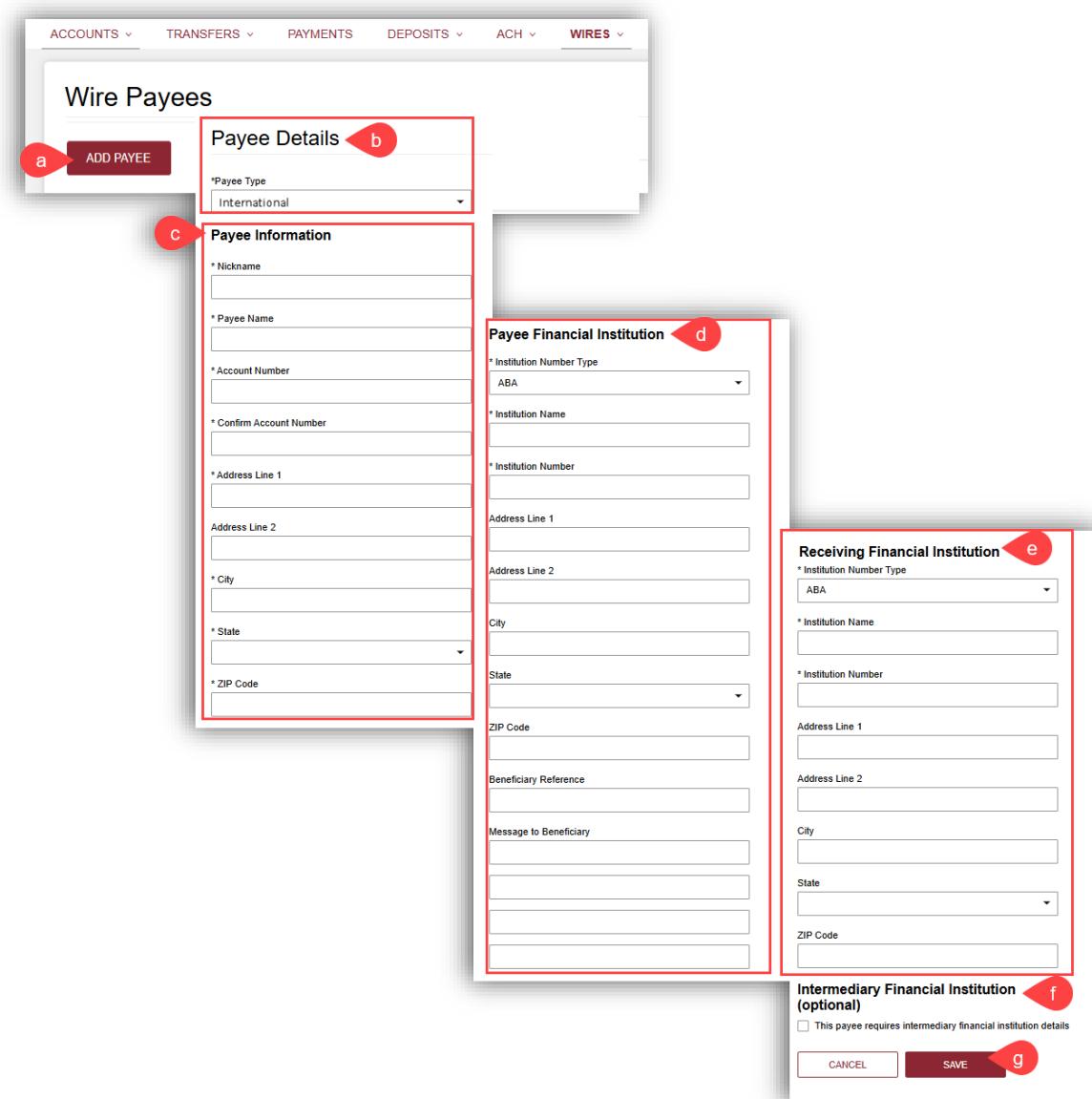- One-time wires can only be created as a Domestic wire

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: International
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: Foreign
   viii. Address
      - Address Line 1
      - City
      - State or Providence
      - Postal Code
      - Country
d. Enter Payee Financial Institution
   i. Institution Number Type
   ii. Institution Name
   iii. Institution Number
   iv. Country
   v. Address
      - Address Line 1
      - City
      - State or Providence
      - Postal Code
      - Country

  vi. Beneficiary Reference
  vii. Message to Beneficiary
 e. Enter the Receiving Financial Institution information
  i. Institution Number Type
  ii. Institution Name
  iii. Institution Number
  iv. Address

- Address Line 1
- City
- State or Province
- Postal Code
- Country

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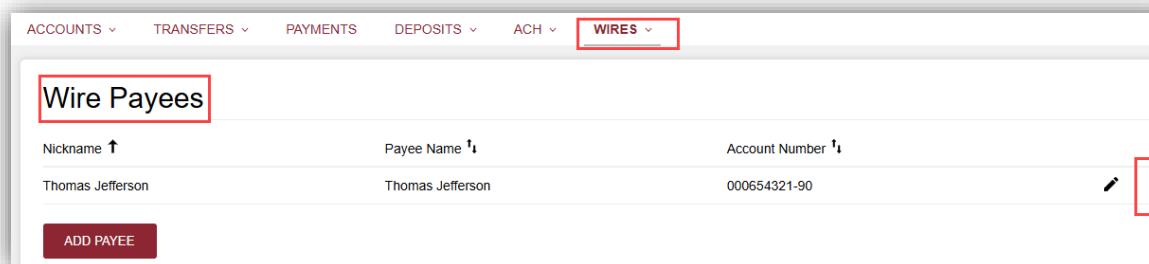   c. Edit fields, as necessary.
   d. Select the Save button.
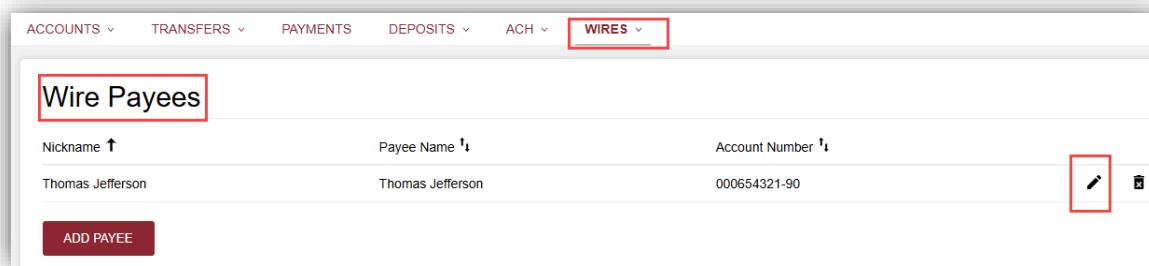
4. Deleting Payees
   a. Select the Wires tab, then select Wire Payees
   b. Identify the Payee and select the delete (trashcan) icon.
   c. Select the OK button on the confirmation popup.