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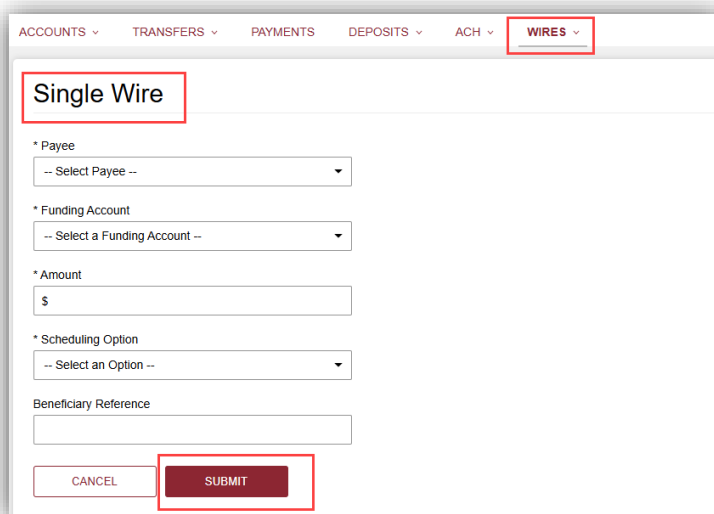- 🕐 One-time wires can only be created as a Domestic wire

1. Accessing Wire Types
    a. Login Digital Banking.
    b. Select the "Wires" tab.
    c. Select the appropriate wire type:
        i. Single Wire
        ii. Multiple Wires
        iii. One-Time Wire

Single Wire

1. Creating a Single Wire
    a. Select "Single Wire" from the "Wires" tab.
    b. Complete the required fields on the "Single Wires" view.
    c. Select the "Submit" button.

2. Foreign Currency Specific Fields for a Single Wire
    a. Payee - Select an International payee from the "Payee" field.
    b. US Dollars - Select the appropriate foreign currency from the "US Dollars" field.
    c. Wire Date - Foreign exchange does not allow wire transfers to be scheduled. The field automatically defaults to the current date, and you cannot modify the field.

Recurring Wire

1. Creating a Recurring Wire

    a. Select "Single Wire" from the "Wires" tab.

    b. Complete the required fields on the "Single Wires" view.

    c. Recurring Wire specific fields

        i. Scheduling Option

            1. Select "Recurring" from the "Scheduling Option" field.

            2. Select the "Wire Date" icon and select the desired date.

            3. Select the desired frequency from the "Frequency" dropdown.

            4. Select the end date.

                i. Select the "No End Date" radio button if there is no end date.

                ii. Select the "End By" radio button and enter a date if there is an end date.

                iii. Select the "Number of Transfers" radio button if there is a specific number of transfers.

    d. Select the "Submit" button.

Multiple Wires

1. **Creating Multiple Wires**
   a. Select "Multiple Wires" from the "Wires" tab.
   b. Select the "Calendar" icon to enter the date in the "Wire Date" field for the first payee.
   c. Select the account to be debited from the "Account" field.
   d. Enter the amount in the "Amount" field.
   e. Repeat steps b through d for additional payees.
   f. Select the "Submit" button.

One-Time Wire

1. **Creating a One-Time Wire** (see image on next page)
   a. Select "One-Time Wire" from the "Wires" tab.
   b. Complete the following sections of the "One-Time Wire" view:
      1. Header
      2. Payee Information
      3. Payee Financial Institution
      4. Receiving Financial Institution (optional)
      5. Intermediary Financial Institution (optional)
   c. Select "Submit".

One-Time Wire

* Funding Account
- Select a Funding Account -

* Amount
$

* Date
MM/DD/YYYY

1

Payee Information

2

* Payee Type
Domestic

* Payee Name

☐ Send email when wire status is changed to Downloaded

* Account Number

* Confirm Account Number

* Address Line 1

Address Line 2

* City

* State

* ZIP Code

Payee Financial Institution

3

* Institution Number Type
ABA

* Institution Name

* Institution Number

Address Line 1

Address Line 2

City

State

ZIP Code

Beneficiary Reference

Message to Beneficiary

Receiving Financial Institution (optional)

4 ☐ Show Details

Intermediary Financial Institution (optional)

5 ☐ Show Details

CANCEL   SUBMIT   **6**