


Wire Transfer

Wires may be initiated through a free form entry, from an existing template, or from an existing payee who will be the transfer beneficiary.


- **Free Form:** This option creates a one-time wire from scratch, without utilizing a pre-defined template or existing payee. Click the **Create** button to gain access to begin the wire creation process.
- **Select Template:** This option creates a wire from an existing semi-repetitive or fully repetitive template. The template type will be displayed in parenthesis beside the template name. If the user knows the name of the desired template, begin typing any portion of it in the field and select one of the options presented. If the template name is unknown, click the field and select one of the options from the menu that populates.
- **Select Payee:** This option creates a wire using the information of an existing payee as a beneficiary. Type any portion of the payee's name in the field and select one of the options from the menu that populates.


Wire Transfer

 The cutoff time for Wire Transfers is 1:30 PM PDT. All current day processing must be complete by this time.

— Current Progress — **1** Select — **2** Request — **3** Review — **4** Complete —

Create

 **Single Free-Form Wire**


 **Multi-Template Wires**

Select Template

Select existing wire transfer instruction template.

Select Payee

Create new set of wire transfer instructions for an existing payee.



* indicates required fields
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If the user has selected to create a Free Form wire, all fields will be blank and allow the user to input values.

If the user has selected to create a wire from a Repetitive Template, all fields except the payment date, notify me options, and recurring transfer options will be predefined and locked.

If the user has selected to create a wire from a Semi-Repetitive Template, all fields which were required for template creation will be predefined and locked. Fields which are not defined but are necessary to complete the wire will be blank, allowing the user to input values.

If the user has selected to create a wire from a Payee, all beneficiary information available for the selected payee will be populated. All other fields will be blank, allowing the user to input values.

Once the user selects the desired entry method, they will be taken to step 2, the **Request** page.

Account Information

- **Payment Date:** Initially, the date presented to the user will be the soonest available payment date based on cut off times, weekends, holidays, etc. If the user would like to create a future dated wire, select the field and type the desired date or select it from the calendar.
- **Debit Account:** This is the account from which the funds will be withdrawn to fund the wire. The user may begin typing any portion of the desired account number and then select the correct account from the options which display. Also, the user may select the field and then choose one of the accounts which display.
- **Originator Name:** This field will be populated with the name of the company that is initiating the wire.
- **Originator Address 1-3:** This field will be populated with the address pulled from the company's profile.
- **Amount:** This field represents the amount of the wire being created.
- **Beneficiary/Payee Information:**
 - **Name:** Enter the name of the wire recipient.
 - **Beneficiary ID Type:** Select the field and choose the appropriate option from the drop-down menu which populates.
 - **Beneficiary ID:** Enter the identification information for the beneficiary.
 - **Address 1-3:** This field is optional. The user may enter the address of the beneficiary.
 - **Edit Payee:** This option is present when a wire was initiated from Select Payee. The user may edit the payee and save those changes.

Beneficiary Bank Information

- **Bank Lookup:** If the beneficiary's financial institution utilizes an ABA Routing number, select this hyperlink and enter information into any of the fields presented to quickly locate the correct financial institution. Once a selection has been made, the system will populate values for the remaining fields in this section.
- **Name:** Enter the name of the beneficiary's financial institution.
- **Beneficiary Bank ID Type:** Select the type of financial institution being utilized by the beneficiary. As a rule of thumb, if the financial institution is not located in the United States, SWIFT BIC should be selected.

- **Beneficiary Bank ID:** Enter the financial institution's Federal ABA Routing number or SWIFT BIC sequence.
- **Address 1-3:** Enter the address of the financial institution being utilized by the beneficiary.
- **International Bank:** If a Federal ABA bank ID type is being used, this box should be unselected. If a SWIFT BIC bank ID is being used, this box should be selected.

Additional Information

- **Correspondent and/or Intermediary Bank Lookup:** If the bank that will be utilized has an ABA Routing number select this hyperlink and enter information into any of the fields presented to quickly locate the correct financial institution. Once a selection has been made, the system will populate values for the remaining fields in this section.
- **Correspondent and/or Intermediary Bank ID Type:** Select the field and choose the type of financial institution which will be utilized.
- **Correspondent and/or Intermediary Bank ID:** Enter the financial institution's Federal ABA Routing number or SWIFT BIC sequence.
- **Correspondent and/or Intermediary Bank Name:** Enter the short name of the financial institution.

Additional Reference Information

- **Reference for Beneficiary:** This is an optional field where the user may enter information, such as an invoice number, regarding the purpose of the payment.
- **Originator to Beneficiary Information:** This is an optional field where the user may enter additional information for the beneficiary.
- **Save as Repetitive Template:** This option displays if the user has template maintenance capabilities and is creating a Free Form wire. Select this option if the settings for this wire should be saved as a fully repetitive template for future use.
- **Save as Payee:** This option displays if the user has payee maintenance capabilities and is creating a Free Form wire. Select this option if the beneficiary information for this wire should be saved as a new payee. Once selected, a window will appear when the user selects Request Transfer, permitting more required information to be entered about the new payee.
- **Notify Me Options:** This option allows the user to select to be notified when wire status changes occur. Select the hyperlink and choose the events that the user would like to be notified of. Also, the user may select how the notification is delivered.
- **Recurring Options:** This option displays if the wire being created was initiated from a template. Recurring wires automatically generate at intervals based on a predefined template and schedule. Select the hyperlink to establish a schedule for the recurring wires.

- **Template Name:** This field will only display if **Save as Repetitive Template** was selected. Enter a name for the template being created.

Select **Request Transfer** to proceed to step 3, the Review page.

Once all required and desired information has been completed and the wire requested, the user will be presented a summary of the information has been entered.

If everything is correct, select **Confirm** to proceed to step 4, the **Confirm** page. If information requires adjustment, select **Edit**. To cancel the wire, select **Cancel**.

Once the wire has been submitted, the user will once again be displayed a summary of the wire that was created. Also, the user will be shown a transaction reference number and the submission date and time. This information will be presented in a green banner at the top of the summary.

Wire reference numbers will begin with the prefix DWR.