

Wire Transfer Guide

Entering a One-Time Wire Transfer

1. Click **Wire Money** in the Wire section of the Transfers and Payments tab. The Wire Money page appears:

Business eBanking Disclosures | Help | Sign Off

Welcome | Reports | Transfers and Payments | Account Services | Administration

Wire money

- Wire money via template
- Wire money via multiple templates
- Import wires / Manage file formats
- Approve wires
- View completed wires
- Manage wire templates
- Approve wire templates
- View wire file status

Quick Links:

- Manage next scheduled requests

Wire Money

[View saved or returned wires requiring corrections](#)

Debit Information

Wire type:

Template name (optional):
(To save this transaction as a template, enter a template name.)

Account:

Send on date: 08 / 01 / 2014
(mm/dd/yyyy)

Amount:

Currency: USD - US Dollar

2. Fill in the following fields:

- **Wire Type:** Select the type of wire to use.
- **Template Name:** (Optional.)
- **Account:** Select the account to be debited from the drop-down list.
- **Send on Date:** Select the date for the wire transfer request to take place.
- **Amount:** Dollar amount of the wire.
- **Currency:** The currency type for the money.

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3. Click **Continue**. The Add Recipient Information page appears:

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Wire money

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Quick Links:

- Manage next scheduled requests

Add Recipient Information

Please contact your bank for questions regarding currency conversion rates.
[View saved or returned wires requiring corrections](#) | [View your wire limits](#)

Debit Information [Edit debit information](#)

Template name:
Wire type: Domestic wire
Account: Checking 11 - *3422
Send on date: 08/01/2014
Amount: 100.00
Currency: USD

Recipient Information [Save as draft](#)

If Bank ID type is ABA, then either the recipient Bank ID must be for a Bank authorized for the receipt of electronic wires. When you search for or validate an ABA number, the Bank will be filled in automatically.

Bank ID type: ABA
Bank ID: ([Bank ID search](#) [Bank ID validate](#))
Recipient account: (If appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3 (optional):
Recipient name:
Recipient address 1:
Recipient address 2:
Recipient address 3 (optional):
Additional information for recipient (optional):
(Up to 140 characters.)

Second Intermediary Information (optional)

If Bank ID type is ABA, then the intermediary Bank ID must be for a Bank authorized for the receipt of electronic wires. When you search for or validate an ABA number, the Bank information will be filled in automatically.

Bank ID type: ABA
Bank ID: ([Bank ID search](#) [Bank ID validate](#))
Intermediary account: (If appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Wire Initiator Information (optional)

Wire initiator name: WEBER WELDING COMPANY
Wire initiator address 1: 123 MAIN STREET
Wire initiator address 2: MILWAUKEE, WI 53204
Wire initiator address 3 (optional):
Security code (optional):

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4. Enter Recipient Information.
 - **Bank ID:** *(Required)* Enter the nine-digit bank routing and transit number.
 - **Recipient Account:** *(Required)* Enter the account number to receive the wire transfer.
 - **Bank Name:** *(Required)* Enter the name of the financial organization to receive the wire transfer.
 - **Bank Address 1:** *(Required)* Enter the bank's address.
 - **Bank Address 2:** *(Required)* Enter the bank's address.
 - **Bank Address 3:** *(Required)* Enter the bank's address.
 - **Recipient Name:** *(Required)* Enter the name or department that will receive the wire transfer.
 - **Recipient Address 1:** *(Required)* Enter the address for the person or department that will receive the wire transfer.
 - **Recipient Address 2:** *(Required)* Enter the address for the person or department that will receive the wire transfer.
 - **Recipient Address 3:** *(Optional)* Enter additional address information for the person or department that will receive the wire transfer.
 - **Additional Information for Recipient:** *(Required)* Enter additional information for the recipient.
5. Enter any Intermediary Information, Second Intermediary Information, and Wire Initiator Information if necessary.
6. Click **Continue**. The Verify Wire page appears.
7. Verify information is accurate, then click **Transmit** or **Submit** for approval (if approvals are required). The Wire Confirmation page appears.

Deleting a Wire Transfer

1. Access the Approve Wires page:

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Welcome Reports Transfers and Payments Account Services Administration

Wire money

Wire money via template

Wire money via multiple templates

Import wires / Manage file formats

Approve wires

View completed wires

Manage wire templates

Approve wire templates

View wire file status

Quick Links:

Manage next scheduled requests

Manage alerts

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Approve Wires

All approvals must be received for a request before it will be transmitted.

[View your wire limits](#)

Search wire transfers 1 - 1 total wire transfers: 1 View: My approvals Go

| Account | Recipient | Amount | Currency | Effective | Entered By | Approval Status | |
|--------------------|----------------|--------|----------|------------|------------|-----------------------------------|--------|
| Checking 11-3422 | John Recipient | 100.00 | USD | 08/01/2014 | ADMIN | 0 of 1 received Ready to trans | Delete |
| Total: 1 items for | | 100.00 | USD | | | | |

Security code (optional):

Continue

2. Select the wire transfer you want to delete by clicking the **Delete** link in the far right column. The Verify Wire Deletion pop-up window appears:

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Verify Wire Deletion

Once completed, the request cannot be recovered.

Debit Information

Wire type: Domestic wire

Account: Checking 11 - *3422 - Checking - \$186,577.69
(Balance as of: 07/31/2014 12:00:00 AM (ET) Not a guarantee of available funds.)

Security code:

Effective date: 08/01/2014

Amount: \$100.00

Currency: USD

Entered by: ADMIN

Entry date/time: 08/01/2014 11:00:44 AM (ET)

Recipient Information

Bank ID type: ABA

Bank ID: 081000980

Recipient account: 1234567

Bank name: BMO HARRIS BANK NA

Bank address 1: MILWAUKEE

Bank address 2: WI

Bank address 3:

Recipient name: John Recipient

Recipient address 1: 1234 Any Street

Recipient address 2: Milwaukee WI 53224

Recipient address 3:

Additional information for recipient:

Delete Do not delete

3. Click **Delete**. The window disappears, and you will return to the Approve Wires page, which will update to show the wire transfer has been deleted.

Add Wire Template

1. In the Transfers and Payments tab, click the **Manage Wire Templates** link under the Wire section. The Manage Templates page appears:

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Wire money
Wire money via template
Wire money via multiple templates
Import wires / Manage file formats
Approve wires
View completed wires
Manage wire templates
Approve wire templates
View wire file status

Manage Templates

[Add a template](#) | [Create a template from a file](#)

Wire Transfer Templates

[Search for template](#) (● = unused for more than 100 days.)

| Template Name | Account | Recipient Name | Date Last Used | |
|-------------------------------------|---------|----------------|----------------|------------------------|
| ABC COMPANY INVOICE | *2910 | ABC COMPANY | ● 01/23/2014 | Delete |
| Operating Costs | *2910 | John Smith | ● 01/28/2014 | Delete |
| TEST WIRE 3 | *7752 | KEN SAVINGS | ● 02/05/2014 | Delete |
| TEST221 | *2912 | ken savings | ● 02/14/2014 | Delete |
| TEST222 | *2912 | ken savings | ● 02/14/2014 | Delete |
| TEST223 | *2910 | ken savings | ● 02/07/2014 | Delete |
| TEST224 | *2518 | sally savings | ● 02/14/2014 | Delete |
| TEST225 | *4825 | CLARK SAVINGS | ● 02/14/2014 | Delete |
| TEST226 | *2244 | ADAMS SUPPLY | ● 01/29/2014 | Delete |
| WIRE TEST | *2910 | KEN SAVINGS | ● 02/05/2014 | Delete |
| WIRE TEST 2 | *2910 | CARL CLIENT | ● 07/23/2013 | Delete |

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2. Click the **Add a Template** link at the top of the page. The Add Wire Template page appears:

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Wire money

Wire money via template

Wire money via multiple templates

Import wires / Manage file formats

Approve wires

View completed wires

Manage wire templates

Approve wire templates

View wire file status

Add Wire Template

Debit Information

Template name:

Wire type:

Account:

Currency:

Continue

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3. Complete the fields on the page:

- **Template Name:** The name of the wire template.
- **Wire Type:** Either domestic, foreign currency international, or USD international.
- **Account:** The account from which funds will be debited.
- **Currency:** The currency to be used for the wire.

- 4. Once completed, click the **Continue** button. The Add Wire Template page updates to display the Recipient Information section:

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Add Wire Template

Please contact your financial organization for questions regarding currency conversion rates.
[Maintain other wire templates](#)

Debit Information [Edit debit information](#)

Template name: Stock Fund
Wire type: Domestic wire
Account: *2911 - CHECKING 2
Currency: USD

Recipient Information

If the Bank ID type is ABA, then either the Recipient or Intermediary Bank ID must be for a Bank authorized for the receipt of electronic wires. When you search for or validate an ABA number, Bank information will be filled in automatically.

Bank ID type: ABA
Bank ID: ([Bank ID search](#) [Bank ID validate](#))
Recipient account: (if appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3 (optional):
Recipient name:
Recipient address 1:
Recipient address 2:
Recipient address 3 (optional):
Additional information for recipient (optional):

Second Intermediary Information (optional)

If the Bank ID type is ABA, then either the recipient or intermediary Bank ID must be for a Bank authorized for the receipt of electronic wires. When you search for or validate an ABA number, Bank information will be filled in automatically.

Bank ID type: ABA
Bank ID: ([Bank ID search](#) [Bank ID validate](#))
Intermediary account: (if appropriate enter the IBAN)
Bank name:
Bank address 1:
Bank address 2:
Bank address 3:

Wire Initiator Information (optional)

Wire initiator name: WEBER WELDING COMPANY
Wire initiator address 1: 123 MAIN STREET
Wire initiator address 2: MILWAUKEE, WI 53204
Wire initiator address 3 (optional):

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5. Enter the Recipient Information fields.

NOTE: If you click the Bank ID search link, a pop-up window will appear. You can fill in the information in the fields and click Search to find the exact information for a bank if you do not know it. Once you choose the bank you want to use, you click OK. You will notice information like the Recipient Bank ID, Bank name, and Bank address fields will be filled in automatically.

6. When complete, click **Add Template**. The Wire Template Confirmation page appears:

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Wire money

Wire money via template

Wire money via multiple templates

Import wires / Manage file formats

Approve wires

View completed wires

► **Manage wire templates**

Approve wire templates

View wire file status

Wire Template Confirmation [Print this page](#)

The following wire transfer template has been added successfully.

[Enter a wire using this template](#) | [Enter multiple wires at the same time](#) | [Add another template](#)

Debit Information

| | |
|----------------|--------------------|
| Template name: | Stock Fund |
| Wire type: | Domestic wire |
| Account: | CHECKING 2 - *2911 |
| Currency: | USD |

Recipient Information

| | |
|--|--------------------|
| Bank ID type: | ABA |
| Bank ID: | 081000980 |
| Recipient account: (If appropriate enter the IBAN) | 1234567 |
| Bank name: | BMO HARRIS BANK NA |
| Bank address 1: | MILWAUKEE |
| Bank address 2: | WI |
| Bank address 3: | |
| Recipient name: | Roger Recipient |
| Recipient address 1: | 1234 Any Street |
| Recipient address 2: | Anytown WI 53224 |
| Recipient address 3: | |
| Additional information for recipient: | |

Second Intermediary Information

| | |
|---|--|
| Bank ID type: | |
| Bank ID: | |
| Intermediary account: (If appropriate enter the IBAN) | |
| Bank name: | |
| Bank address 1: | |
| Bank address 2: | |
| Bank address 3: | |

Wire Initiator Information

| | |
|---------------------------|-----------------------|
| Wire initiator name: | WEBER WELDING COMPANY |
| Wire initiator address 1: | 123 MAIN STREET |
| Wire initiator address 2: | MILWAUKEE, WI 53204 |
| Wire initiator address 3: | |

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Wire Money via Templates

The Wire Money via Templates service allows you to initiate a repetitive domestic or international wire transfer between accounts. The tasks you perform using Wire Templates are:

- Wire money via a template
- Wire money via multiple templates
- Transmitting template-based wires
- Deleting template-based wires
- Reviewing history of previous wires

Target Audience

Customers who frequently send recurring wire transfers.

Benefit to Customer

Enables customers to save time by eliminating the need to call or visit their financial organization to send a wire transfer.

Wire Money via Template

1. Click the **Wire Money via Template** link in the Wire section of the Transfers and Payments tab. The Wire Money, Template Based Wire Transfer Information page appears:

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Wire money

- Wire money via template
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- View completed wires
- Manage wire templates
- Approve wire templates
- View wire file status

Quick Links:

- Manage next scheduled requests

Wire Money

[View saved or returned wires requiring corrections](#) | [View your wire limits](#)

Template Based Wire Transfer Information

Template name:

[View template details](#)

Amount:

Additional information for recipient (optional):

Frequency:

Security code (optional):

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2. Select the template you will use by clicking the **Drop-Down List**.

NOTE: If the user is entitled to 50 or more templates, a Search for template hyperlink will appear.

3. (Optional) Click the **Search for Template** link. The Template search pop-up window appears:

Template Search

To find a template, enter letters contained in the template name.

A template
Another template
College kids payment
June wire
July wire
Long-term care expense
Medical expenses
Named template
Named template 2
Template 42
Template 339
Vendor 1 Invoice

Select Cancel

4. (Optional) Click the template that will be used, and click the **Select** button. You will return to the Wire Money, Template Based Wire Transfer Information page.

5. Fill the following fields:

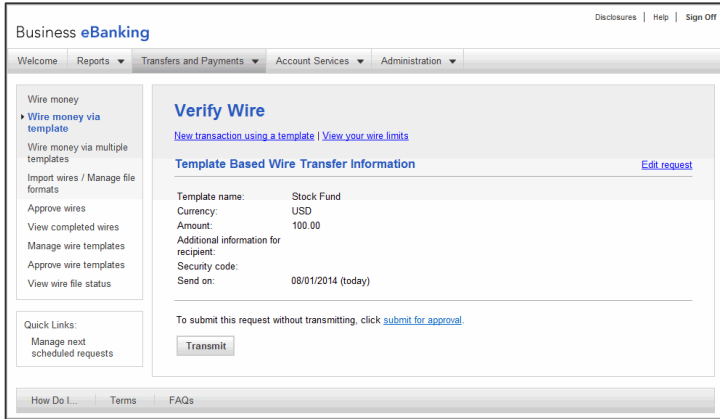
- **Amount:** Enter the dollar amount of the wire transfer.
- **Additional Information for Recipient (Optional):** Enter up to 80 characters of special instructions that will accompany the transfer. This text appears on the Wire Transfer History page in BeB.
- **Frequency:** Select the frequency of the wire.
- **Security Code (Optional):** Additional code needed to complete the wire request.

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6. Click **Continue**. The Verify Wire page appears:



7. Click **Transmit**. The Wire Confirmation page appears.

NOTE: When the Require Separate Entry from Approval control for a service on the Approvals Administration page appears, and a company user tries to approve a transaction they entered for that service, they are only given the option to submit it for approval for another user. Company users with the Approval role and the transmit entitlement also receive the following message on the screen above: “This request requires approval by a different company user before it can be transmitted.”

Wire Money via Multiple Templates

1. Click the **Wire Money via Multiple Templates** link in the Wire section of the Transfers and Payments tab. The Wire Money page appears:

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Wire money
Wire money via template
Wire money via multiple templates
Import wires / Manage file formats
Approve wires
View completed wires
Manage wire templates
Approve wire templates
View wire file status

Quick Links:
Manage next scheduled requests

Wire Money

Rates are current as of 08/01/2014 01:30:24 PM (ET) and are subject to change with final settlement.
[New transaction using a template](#) | [View your wire limits](#)

Template Based Wire Transfer Information

| Template Name | Amount | Send On Date |
|--|----------------------|--|
| <input type="text"/> View template details | <input type="text"/> | 08 / 01 / 2014 <input type="button" value="Calendar"/> |
| Additional information (optional) <input type="text"/> | | |
| <input type="text"/> View template details | <input type="text"/> | 08 / 01 / 2014 <input type="button" value="Calendar"/> |
| Additional information (optional) <input type="text"/> | | |
| <input type="text"/> View template details | <input type="text"/> | 08 / 01 / 2014 <input type="button" value="Calendar"/> |
| Additional information (optional) <input type="text"/> | | |
| <input type="text"/> View template details | <input type="text"/> | 08 / 01 / 2014 <input type="button" value="Calendar"/> |
| Additional information (optional) <input type="text"/> | | |
| <input type="text"/> View template details | <input type="text"/> | 08 / 01 / 2014 <input type="button" value="Calendar"/> |
| Additional information (optional) <input type="text"/> | | |

[Add more requests](#)

Security code (optional):

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2. Select the appropriate template by using the drop-down menu under the Template Name column.
3. Enter dollar amounts in the Amount field.
4. Modify the date you wish the wire to be sent.
5. Repeat for each template to be used. If additional templates are required, click the **Add More Requests** link at the bottom of the page.

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6. Click **Continue**. The Verify Wires page appears:

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Welcome | Reports | Transfers and Payments | Account Services | Administration

Wire money

Wire money via template

Wire money via multiple templates

Import wires / Manage file formats

Approve wires

View completed wires

Manage wire templates

Approve wire templates

View wire file status

Quick Links:

Manage next scheduled requests

Verify Wires

[Multiple new transactions](#) | [View your wire limits](#)

| Account | Template Name | Recipient Name | Amount | Currency | Effective Date | Approval Status |
|--------------------|---------------|-----------------|--------|----------|----------------|--------------------------------------|
| CHECKING 2 - *2911 | Stock Fund | Roger Recipient | 250.00 | USD | 08/01/2014 | 0 of 1 received Ready to transmit |
| PETY CASH - *2910 | WIRE TEST | KEN SAVINGS | 500.00 | USD | 08/01/2014 | 0 of 1 received Ready to transmit |

Additional information: Sample Text for Test

PETY CASH - *2910 Operating Costs John Smith 1,500.00 USD 08/01/2014 0 of 1 received
Ready to transmit

Additional information: Sample Text for Test

To schedule this request without approving it, click [submit for approval](#)

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7. Click **Transmit**. The Wire Confirmation page appears.

NOTE: If your customer has assigned multiple approvals for templates, the next step would require approval. How to approve template additions, modifications, and deletions is discussed in the Multiple Approvals for Templates section of the guide.

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Approving Wires

1. Click **Approve Wires** in the Wire section of the Transfers and Payments tab. The Approve Wires page appears:

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Wire money
Wire money via template
Wire money via multiple templates
Import wires / Manage file formats
▶ **Approve wires**
View completed wires
Manage wire templates
Approve wire templates
View wire file status

Quick Links:
Manage next scheduled requests
Manage alerts

Approve Wires

All approvals must be received for a request before it will be transmitted.
[View your wire limits](#)

[Search wire transfers](#) 1 - 3 total wire transfers: 3 View: My approvals

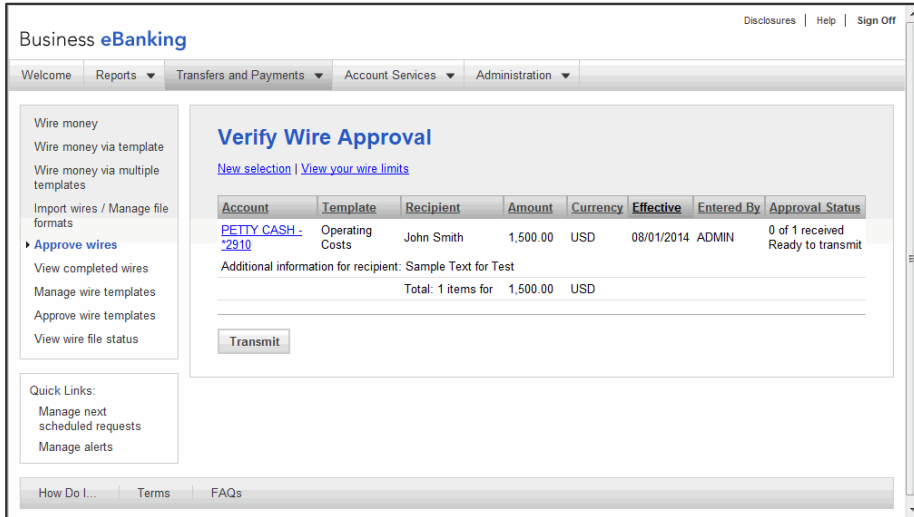
| <input type="checkbox"/> | Account | Template | Recipient | Amount | Currency | Effective | Entered By | Approval Status |
|--|---------------------------------|---------------------|-----------------|--------------------|----------|------------|------------|---|
| <input type="checkbox"/> | PETTY CASH-2910 | Operating Costs | John Smith | 1,500.00 | USD | 08/01/2014 | ADMIN | 0 of 1 received Ready to transmit Delete |
| Additional information for recipient: Sample Text for Test | | | | | | | | |
| <input type="checkbox"/> | CHECKING 2-2911 | Stock Fund | Roger Recipient | 1,000.00 | USD | 08/01/2014 | ADMIN | 0 of 1 received Ready to transmit Delete |
| <input type="checkbox"/> | PETTY CASH-2910 | ABC COMPANY INVOICE | ABC COMPANY | 750.00 | USD | 08/01/2014 | ADMIN | 0 of 1 received Ready to transmit Delete |
| Additional information for recipient: Sample Text for Test | | | | | | | | |
| | | | | Total: 3 items for | 3,250.00 | USD | | |

Security code (optional):

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2. Select the check box next to the wire transfer you want to approve.

3. Click **Continue**. The Verify Wire Approval page appears:



4. Click **Transmit**. The Wire Transfer Transmit – Confirmation page appears.

NOTE: If additional approvals are required, an Approve button appears in place of the Transmit button. The wire is not transmitted until the required number of approvals is received.