

Account Transfers

Internal Transfer – One Account to Another:

1. Roll over **Transfers and Payments** tab, under Internal Transfer, click **Transfer Money – Internal**.
2. Select:
 - From account
 - To account
 - Input amount
 - Input description (optional)
 - Choose frequency
3. Click **Continue**.
4. Verify transfer, and click **Transmit**.
5. Confirmation page is displayed.
Note: A message will display on the dashboard page under “Alerts and Messages” if we need to contact you regarding your transaction.

Transfer Funds Using Existing Template:

1. Roll over **Transfers and Payments** tab, under Account Transfer, click **Transfer Money/Manage Templates**.
2. Select Template, and click **Continue**.
3. Enter:
 - Control Amount (optional) – Expected total of account transfers
 - Description (optional)
 - Input Amount(s) – Transfer amount for each account
4. Click **Continue**.
5. Verify transfer, and click **Transmit**.
6. Confirmation page is displayed.

sunnationalbank.com

