

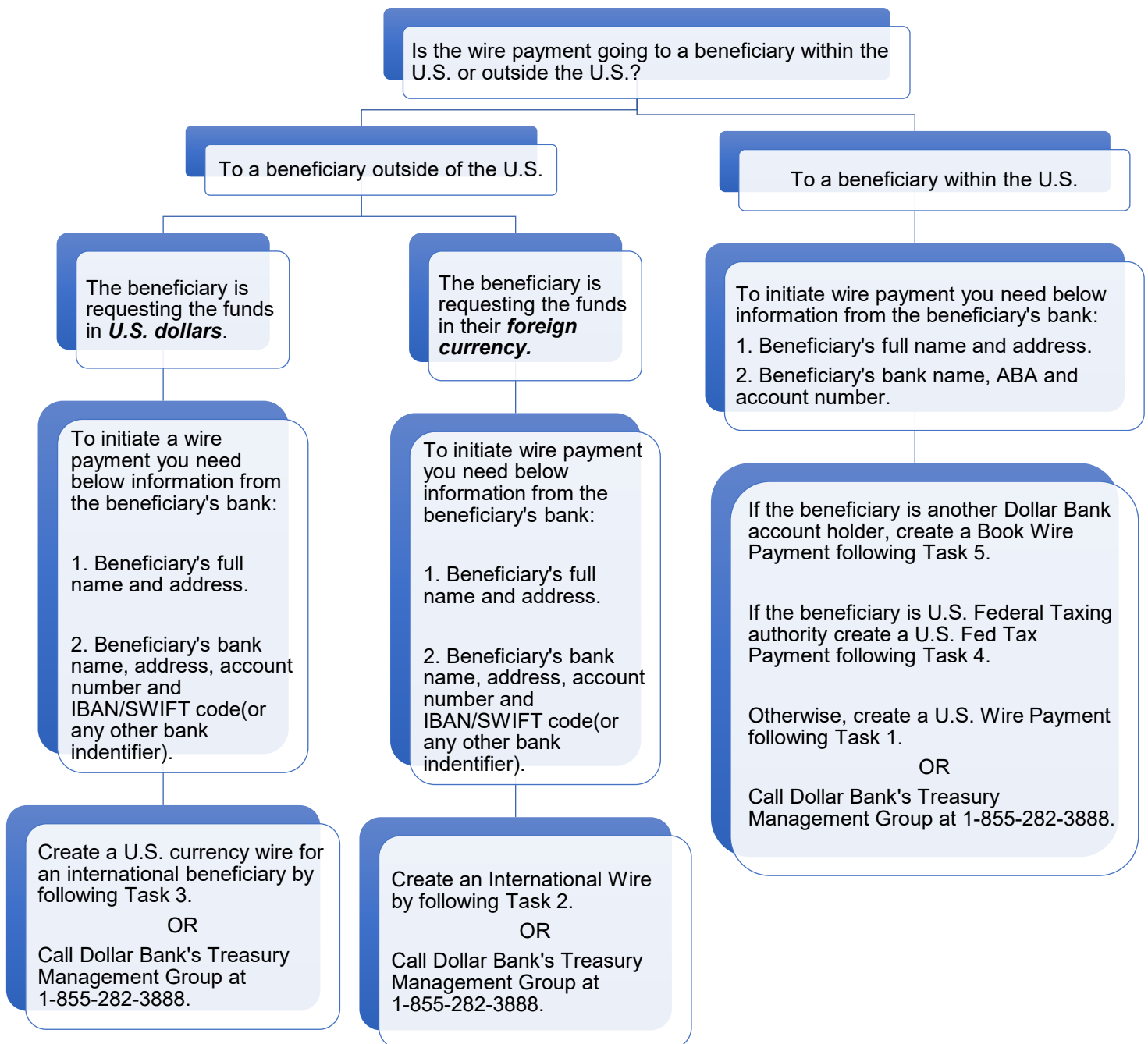
Business Online Banking

User Guide
Wires

DollarBank[®]
Let's get you there.

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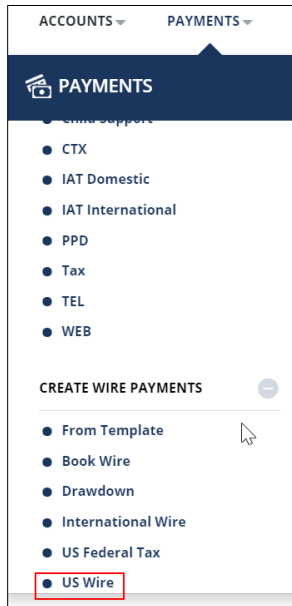


Wire Payment

Task 1: Create a U.S. Wire Payment

For a one-time wire payment going to a beneficiary/recipient within the United States, follow these steps to submit the payment.

Step 1: Click Payments and under Create Wire Payments select US Wire.



Step 2: Enter the payment information. The required fields are marked with an asterisk (*).

NOTE: The Frequency default is one-time only. If it is a recurring payment, select Recurring.

A screenshot of the 'CREATE US WIRE PAYMENT' form. The title is 'CREATE US WIRE PAYMENT' with a subtext 'Use this page to create a new US Wire payment.' and a 'Help' icon. The form is divided into sections. The first section is 'PAYMENT INFORMATION', which includes:

- Debit Account *: Active Link Chk 2 - xxxxxxx7144
- Amount *: 12.34
- Value Date *: 07/07/2021
- Frequency *: One-Time Only (selected) and Recurring
- Recipient *: Select Existing and Create New buttons

 A 'Required Fields' indicator is visible in the top right of the form section.

Step 3: Enter the recipient information by selecting from a list or creating a new one.

- **Select Existing:**

- Click Select Existing to add a recipient from your Master Recipient List.
- Click Select to add existing recipient to the Wire Payment.

| Name ▲ | Recipient ID Type ▲ | Recipient ID ▲ | Bank ID Type ▲ | Bank ID ▲ | Action |
|------------|---------------------|----------------|----------------|-----------|--------|
| Rec1 | Account Number | 1234567 | ABA (Wire) | 011000028 | Select |
| UsWireRec1 | Account Number | USR1 | ABA (Wire) | 011000028 | Select |
| UsWireRec2 | Account Number | USR1 | ABA (Wire) | 011000028 | Select |

Cancel

Show 10 ▼

- **Create New Recipient:**

- Click Create New to add a recipient not in the Master Recipient List.
- Input the required information for the recipient as shown below and click Continue.

CREATE RECIPIENT Required Fields

Recipient Name * Zen Pvt. Ltd.

Recipient ID Type * CHIPS Universal ID

Recipient ID * 333444

Address Line 1 * 123, Celestial

Address Line 2 * Tower

Address Line 3 Enter Address Line 3

Bank * Select from List Enter Bank Information with Bank ID

Preferred Bank List Full Bank List

NOTE: Use the Full Bank List to locate the recipient’s financial institution. If the routing number/ Bank ID cannot be matched to a bank on the list, verify the routing number is accurate by looking it up on the Federal Reserve’s E-Payments Routing Directory under Fedwire Participants at www.frbervices.org/EPaymentsDirectory/agreement.html.

Bank *

Select from List Enter Bank Information with Bank ID

Remove

WELLS FARGO BANK, N.A.
SWIFT (International) WFBIUS6SSFO
155 5TH STREET
SAN FRANCISCO,CA UNITED STATES

Options

Save to Master Recipient List

Add Contact Information

On the Preview Recipient Screen, make any necessary corrections by selecting Edit Recipient. Otherwise, select Submit Recipient.

PREVIEW RECIPIENT Required Fields ? X

| | |
|-------------------------------|-----------------------------------|
| Recipient Name | Zen Pvt. Ltd. |
| Recipient ID Type | CHIPS Universal ID |
| Recipient ID | 333444 |
| Address Line 1 | 123, Celestial |
| Address Line 2 | Tower |
| Bank ID Type | SWIFT (International) WFBIUS6SSFO |
| Bank Name | WELLS FARGO BANK, N.A. |
| Address Line 1 | 155 5TH STREET |
| Address Line 3 | SAN FRANCISCO,CA UNITED STATES |
| Save to Master Recipient List | No |
| Recipient Contact Information | No |

Step 4: Once you have finished adding the recipient information, enter any of the optional information and click Continue.

ADDITIONAL INFORMATION -

| | |
|------------------------|--|
| Remittance Information | <div style="background-color: #1a3d54; color: white; padding: 5px; display: inline-block;">Create New</div> |
| Routing Instructions | <input type="checkbox"/> Add Intermediary Bank <input type="checkbox"/> Add Receiving Bank <input type="checkbox"/> Add Bank to Bank Information |
| Reference Info | Enter Sender's Reference <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> Enter Reference for Recipient <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> |
| Details of Payment | Bill Payment + |

Cancel

Continue

NOTE: The Details of Payment field is limited to 4 lines of 35 characters. Information entered here will be included in the payment information received by the recipient's financial institution.

Step 5: Review the U.S. Wire Payment Instructions and verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, enter the passcode from your designated authentication device, then click Submit Payment.

| | |
|------|--|
| Bank | STATE STREET BOSTON ABA (Wire) 011000028 BOSTON MA UNITED STATES |
|------|--|

ADDITIONAL INFORMATION -


| | |
|--------------------|--|
| Details of Payment | Bill Payment |
| Challenge | 680459 |
| Passcode * | <hr style="border: 0; border-top: 1px solid #ccc; margin-top: 5px;"/> |

Cancel

Edit Payment

Submit Payment

The Successful Submit message will appear with a Payment Reference Number.



Successful Submit
Payment YO355I5CEP has been successfully created. Total amount \$ 12.34.

Save as Template

Create Another

Payment Center

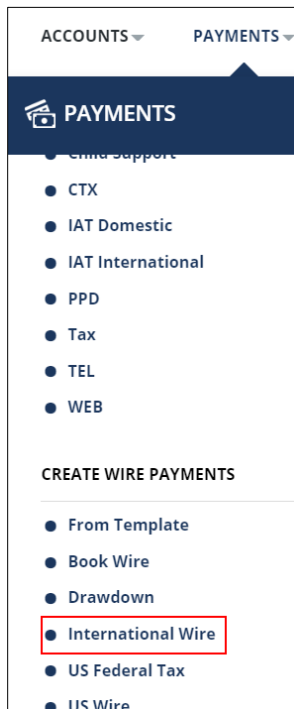
NOTE: If your company requires Dual Control on wires, the wire payment will be in the Pending tab of the Payment Center with a Pending Approval status and must be approved on the same day the payment is initiated. If your company does not require Dual Control on wires, the wire payment will be in the Pending tab of the Payment Center with a Scheduled status until the effective date. At this time, the status will change to Processed. See [Task 6](#) for wire approval guidance.

NOTE: If this is a wire payment you will be sending regularly, choose the Save as Template option. Then the next time you want to send a wire payment to this beneficiary/recipient simply choose the Create Wire Payment From Template option.
For step-by-step instructions on creating a wire payment from a template see [Task 9](#).

Task 2: Create an International Wire Payment in Foreign Currency

For a one-time foreign currency international wire payment, follow these steps to submit the payment.

Step 1: Click Payments and under Create Wire Payments select International Wire.



Step 2: Enter the payment information. The required fields are marked with an asterisk (*).

Although the Amount Type is not required, make your selection based on the following criteria:

- Select Debit if you know the U.S. dollar amount you want debited from your account.

The amount will be converted and display the foreign currency value that will be credited to the beneficiary/recipient's bank account.

- Select Credit if you know the foreign currency amount you want credited to the beneficiary/recipient's bank account. The amount will be converted and display the U.S. dollar value that will be debited from your account.

Select the Exchange Rate as needed.

- To view the Standard Rate, select Standard Rate and click Get Rate.

| | | | | | |
|----------------------|---|-----------------|---------------------|------------|------------------------|
| Debit Account * | Active Link Sav 1 - xxxxxxx2205 | | | | |
| Amount * | 100.00 | | | | |
| Amount Type | <input type="radio"/> Debit <input checked="" type="radio"/> Credit | | | | |
| Recipient * | <input type="button" value="Select Existing"/> <input type="button" value="Create New"/> | | | | |
| Recipient Currency * | AUD Australian Dollar | | | | |
| Exchange Rate | <input checked="" type="radio"/> Standard Rate <input type="radio"/> Contract Rate | | | | |
| | <input type="button" value="Get Rate"/> | | | | |
| | <table border="1"> <tr> <td>Indicative Rate</td> <td>1 AUD = 0.76993 USD</td> </tr> <tr> <td>Conversion</td> <td>100.00 AUD = 76.99 USD</td> </tr> </table> | Indicative Rate | 1 AUD = 0.76993 USD | Conversion | 100.00 AUD = 76.99 USD |
| Indicative Rate | 1 AUD = 0.76993 USD | | | | |
| Conversion | 100.00 AUD = 76.99 USD | | | | |

Step 3: To add a recipient choose from the following two options:

- Click Select Existing to add a recipient from the Master Recipient List. Click Select to add recipient to the Wire Payment.
- Click Create New to add a recipient not in the Master Recipient List.
 - Input the Recipient Name, Recipient ID Type and Recipient ID.
 - Choose the Bank from the following two options:
 - Select from List: Search the Full Bank List by the recipient Bank ID supplied (i.e. Swift Code, CLABE, IBAN etc.)
 - Select Enter Bank Information with Bank ID if the recipient's supplied Bank ID is not in the Full Bank List.

Click Continue.

On the Preview Recipient screen, verify all information is correct and make any necessary corrections by clicking Edit. When complete, click Submit.

| | |
|---------------------|--|
| Recipient Name * | Xion Park |
| Recipient ID Type * | IBAN |
| Recipient ID * | 123123 |
| Address Line 1 * | Xion Park Bank |
| Address Line 2 * | Australia |
| Address Line 3 | Enter Address Line 3 |
| Bank * | <input checked="" type="radio"/> Select from List <input type="radio"/> Enter Bank Information with Bank ID |
| | <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> <div style="text-align: center; background-color: #003366; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Remove</div> <p>1770 CAPITAL PARTNERS SWIFT (International) CPANAU21XXX 801/185 MACQUARIE STREET SYDNEY AUSTRALIA</p> </div> |
| Options | <input type="checkbox"/> Save to Master Recipient List <input type="checkbox"/> Add Contact Information |

Step 4: Once you have finished adding the Recipient Information, enter the Additional Information. Select Add Intermediary Bank. If Intermediary Bank information was given in the beneficiary’s wire instructions, then enter them here. Otherwise, use Dollar Bank’s Intermediary Bank by selecting Enter Bank Information with Bank ID,

Dollar Bank’s Intermediary Bank details are:

Bank ID Type: SWIFT (International)
Bank ID: WFBIUS6SSFO
Bank Name: Wells Fargo
Address: San Francisco
Address 2: CA

ADDITIONAL INFORMATION

Routing Instructions Add Intermediary Bank

Bank *

Select from List

Enter Bank Information with Bank ID

Bank ID Type *

SWIFT (international)

Bank ID *

WFBIUS6SSFO

Add Receiving Bank


Reference Info Enter Sender's Reference

Step 5: Enter a Payment Date.

- **Value Date:** This is the date on which a wire transaction is settled by payment and delivery. The Value Date can be entered by either of the following methods:
 - Select the Value Date by using the calendar.
 - Automatically calculate the next available date by clicking Get Value Date. The system determines the earliest date the beneficiary/recipient account will be credited.
- **Frequency:** How often the payment should be made.
 - If a single, non-recurring payment, select One-Time Only.
 - If a recurring payment, select Recurring and complete the options.

Click Continue.

PAYMENT DATE

Value Date * 07/09/2021 

Frequency * One-Time Only Recurring

Step 6: Review the International Wire Payment Instructions and verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, enter the passcode from your designated authentication device, then click Submit Payment.

PAYMENT DATE

| | |
|------------|---------------|
| Value Date | 07/19/2021 |
| Send Date | 07/16/2021 |
| Frequency | One-Time Only |
| Challenge | 373476 |
| Passcode * | |

The Successful Submit message will appear.

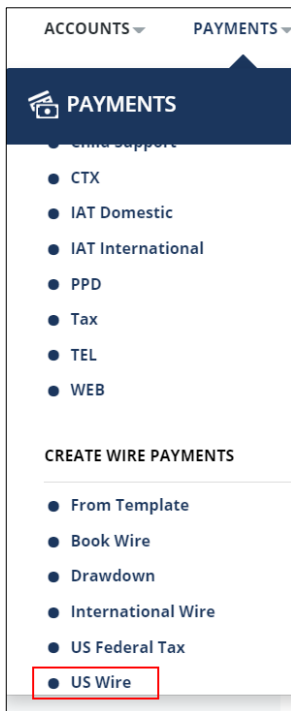

Successful Submit
 Payment W9Y478KC8Q has been successfully created. Total amount AU\$ 100.00.

NOTE: If your company requires Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Pending Approval status and must be approved on the same day the payment is initiated. If your company does not require Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Scheduled status until the effective date. At this time, the status will change to Processed in the Payment Center. See [Task 6](#) for wire approval guidance.

Task 3: Create an International Wire Payment in U.S. Currency

NOTE: Follow these steps for a one-time wire payment outside of the United States if the beneficiary/recipient bank's wire instructions explicitly state to send the wire in U.S. dollars.

Step 1: Click Payments and under Create Wire Payments select US Wire.



Step 2: Enter the payment information. The required fields are marked with an asterisk (*).

The screenshot shows the 'CREATE US WIRE PAYMENT' form. The title is 'CREATE US WIRE PAYMENT' with a sub-header 'Use this page to create a new US Wire payment.' The form is divided into a 'PAYMENT INFORMATION' section. The fields are as follows:

- Debit Account ***: Active Link Sav 1 - xxxxxxxx2205
- Amount ***: 20.20
- Value Date ***: 07/08/2021
- Frequency ***: One-Time Only (selected) and Recurring
- Recipient ***: Select Existing and Create New buttons

A 'Required Fields' indicator is visible in the top right corner of the form.

Step 3: Enter the recipient information by selecting from a list or creating a new one.

- **Select Existing:**
 - Click Select Existing to add a recipient from your Master Recipient List.
 - Click Select to add existing recipient to the Wire Payment.

SELECT RECIPIENT ? ✕

Show All ▼ Search 🔍

| Name ▲ | Recipient ID Type ▲ | Recipient ID ▲ | Bank ID Type ▲ | Bank ID ▲ | Action |
|------------|---------------------|----------------|----------------|-----------|---------------------|
| Rec1 | Account Number | 1234567 | ABA (Wire) | 011000028 | Select |
| UsWireRec1 | Account Number | USR1 | ABA (Wire) | 011000028 | Select |
| UsWireRec2 | Account Number | USR1 | ABA (Wire) | 011000028 | Select |

Show 10 ▼

Cancel

- **Create New Recipient:**
 - Click Create New to add a recipient not in the Master Recipient List.
 - Input the required information for the recipient as shown below and click Continue.

CREATE RECIPIENT + Required Fields ? ✕

Recipient Name *

Recipient ID Type *

Recipient ID *

Address Line 1 *

Address Line 2 *

Address Line 3

Bank * Select from List Enter Bank Information with Bank ID

Preferred Bank List Full Bank List

NOTE: Use the Full Bank List to locate the recipient’s financial institution. If the routing number/ Bank ID cannot be matched to a bank on the list, verify the routing number is accurate by looking it up on the Federal Reserve’s E-Payments Routing Directory under Fedwire Participants at www.frbervices.org/EPaymentsDirectory/agreement.html.

Bank *

Select from List Enter Bank Information with Bank ID

Remove

WELLS FARGO BANK, N.A.
SWIFT (International) WFBIUS6SSFO
155 5TH STREET
SAN FRANCISCO,CA UNITED STATES

Options

Save to Master Recipient List

Add Contact Information

Cancel **Continue**

On the Preview Recipient Screen, make any necessary corrections by selecting Edit Recipient. Otherwise, select Submit Recipient.

PREVIEW RECIPIENT Required Fields ? X

| | |
|-------------------------------|-----------------------------------|
| Recipient Name | Zen Pvt. Ltd. |
| Recipient ID Type | CHIPS Universal ID |
| Recipient ID | 333444 |
| Address Line 1 | 123, Celestial |
| Address Line 2 | Tower |
| Bank ID Type | SWIFT (International) WFBIUS6SSFO |
| Bank Name | WELLS FARGO BANK, N.A. |
| Address Line 1 | 155 5TH STREET |
| Address Line 3 | SAN FRANCISCO,CA UNITED STATES |
| Save to Master Recipient List | No |
| Recipient Contact Information | No |

Cancel **Edit** **Submit**

Step 4: Once you have finished adding your recipient information, enter the Additional Information.

- **Remittance Information:** Enables you to add remittance information to the payment. After clicking Create New, an overlay appears where you select the type of remittance. Depending on your selection, additional information may then be required.
- **Routing Instructions (REQUIRED):** This section is used to designate the Intermediary Bank and is required for any wire transfer being sent outside of the U.S. in U.S. Currency.
- **Select Add Intermediary Bank:** If your recipient provided an Intermediary Bank use the Full Bank List to add or manually enter the information. If an Intermediary Bank was not provided, use Dollar Bank’s Intermediary Bank Wells Fargo by clicking Select Full Bank List. Enter Bank ID Type = ABA (Wire) and Bank ID = 026005092, then click Search.

The screenshot shows a form titled "ADDITIONAL INFORMATION" with two main sections:

- Remittance Information:** Includes an "Edit" button and a "Remove" button. Below these buttons, the text "NARR,0008,Contract" is displayed.
- Routing Instructions:** Features a checked checkbox labeled "Add Intermediary Bank". Below this, there is a "Bank" field with a red asterisk. To the right of the field is a radio button labeled "Select from List" which is selected. Below the radio button is a "Remove" button. Further down, the following bank details are listed:
 - WELLS FARGO BANK, N.A.
 - SWIFT (International) WFBUS6SSFO
 - 155 5TH STREET
 - SAN FRANCISCO, CA UNITED STATES
 At the bottom of this section is another radio button labeled "Enter Bank Information with Bank ID" which is unselected.

Provide other optional details as needed. When complete, click Continue.

Step 4: Review the U.S. Wire Payment Instructions and verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, enter the passcode from your designated authentication device, then click Submit Payment.

| | |
|---|--|
| Bank | STATE STREET BOSTON ABA (Wire) 011000028 BOSTON MA UNITED STATES |
| ADDITIONAL INFORMATION | |
| Remittance Information | NARR,0008,Contract |
| Intermediary Bank | ABA (Wire) 026005092 WELLS FARGO NY INTL NEW YORK NY UNITED STATES |
| Challenge | 071834 |
| Passcode * | Enter Passcode |
| <div style="text-align: right;"> Cancel Edit Payment Submit Payment </div> | |

The Successful Submit message will appear.

Successful Submit

Payment CHF55U97R3 has been successfully created. Total amount \$ 20.20.

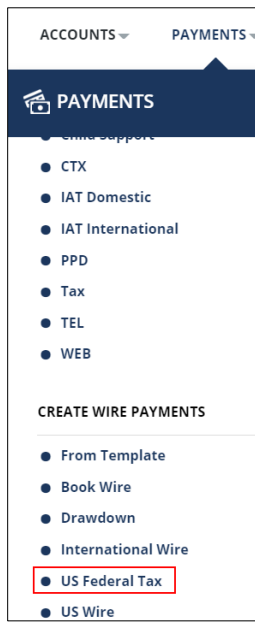
Save as Template
Create Another
Payment Center

NOTE: If your company requires Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Pending Approval status and must be approved on the same day the payment is initiated. If your company does not require Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Scheduled status until the effective date. At this time, the status will change to Processed in the Payment Center. See [Task 6](#) for wire approval guidance.

Task 4: Create a U.S. Federal Tax Wire Payment

U.S. Federal Tax simplifies one-time wire payments to the IRS by supplying you with all the necessary fields to complete, depending on what kind of federal taxes you are paying. Paying tax, interest, penalty amounts or CT-1, 941 or 720 forms are available when using U.S. Federal Tax.

Step 1: Click Payments and under Create Wire Payments select US Federal Tax.



Step 2: Enter the payment information. The required fields are marked with an asterisk (*).

Step 3: Taxpayer Information: Enter the required taxpayer information fields as marked with an asterisk (*).

- **Tax Type Code:** A five-character alphanumeric code corresponding to a specific tax form number.
- **Tax Year:** Two-digit valid tax year.
- **Tax Month:** Two-digit valid tax month.
- **Taxpayer Identification Number (TIN):** Nine-digit number assigned by the IRS.
- **Taxpayer Name Control:** Four-character value assigned by the IRS.
- **Taxpayer Name:** Name of the business for which the taxes are being paid.

NOTE: The Routing Information is already completed for a U.S. Federal Tax Wire Payment.

Step 4: Click Continue to preview.

Step 5: Review the U.S. Federal Tax Payment Instructions and Verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, enter the passcode from your designated authentication device, then click Submit Payment.

PREVIEW US FEDERAL TAX WIRE PAYMENT

Use this page to preview a US Federal Tax Wire payment.

? Help

PAYMENT INFORMATION
+ Required Fields -

| | |
|------------------|--------------------------------|
| Debit Account | Active Link Sav 1 - xxxxxx2205 |
| Amount | Tax/Interest/Penalty |
| Tax Amount | \$ 400.00 |
| Total Tax Amount | \$ 400.00 |
| Value Date | 07/09/2021 |
| Send Date | 07/09/2021 |

| | |
|---------------------------|---|
| Taxpayer Name Control | Ions |
| Taxpayer Name | Ions Inc. |
| Recipient Name | IRS |
| Recipient ID Type | Account Number |
| Recipient ID | 20092900 |
| Intermediary Bank Name | Federal Reserve |
| Intermediary Bank ID Type | ABA |
| Intermediary Bank ID | 091036164 |
| Challenge | 679134 |
| Passcode * | <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Enter Passcode"/> |

Cancel

Edit Payment

Submit Payment

The Successful Submit message will appear with Payment No.

Click Save as template if you will be sending a wire to this recipient more than one time so you do not have to reenter the information.

Successful Submit

Payment NAY18XD94Q has been successfully created. Total amount \$ 400.00.

Save as Template

Create Another

Payment Center

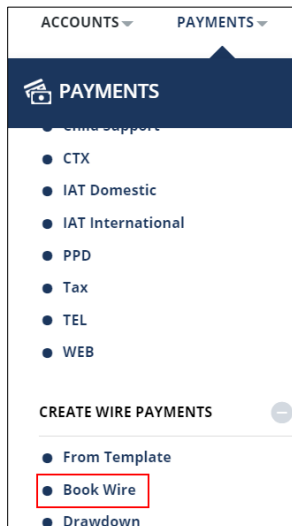
NOTE: If your company requires Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Pending Approval status and must be approved on the same day the payment is initiated. If your company does not require Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Scheduled status until the effective date. At this time, the status will change to Processed in the Payment Center. See [Task 6](#) for wire approval guidance.

Task 5: Create a Book Wire Payment

Book Wire is available when the beneficiary/recipient's bank account is at Dollar Bank. Fees for this wire are significantly less than a U.S. Wire Payment.

For a one-time Book Wire Payment, follow these steps to submit the payment.

Step 1: Click Payments and under Create Wire Payments select Book Wire.



Step 2: Enter the payment information. The required fields are marked with an asterisk (*).

NOTE: The Frequency default is One-Time Only. If it is a recurring payment, select Recurring.

CREATE BOOK WIRE PAYMENT ? Help

Use this page to create a new Book Wire payment.

PAYMENT INFORMATION + Required Fields -

Account * Active Link Sav 1 - xxxxxxx2205

Amount * 12.34

Value Date * 07/09/2021

Frequency * One-Time Only Recurring

Recipient * Select Existing Create New

Step 3: Enter the Recipient by clicking Select Existing or Create New.

- Click Select Existing to add a recipient from the Master Recipient List.
 - Click Select to add recipient to the wire payment.

SELECT RECIPIENT ? X

Show All ▼ Search 🔍

| Name ▲ | Recipient ID Type ▲ | Recipient ID ▲ | Bank ID Type ▲ | Bank ID ▲ | Action |
|--------------|---------------------|----------------|----------------|-----------|--------|
| bookrec00tem | Account Number | 52675787144 | ABA (Wire) | 251481423 | Select |
| BookRec1 | Account Number | 526757016595 | ABA (Wire) | 243074385 | Select |

- Click Create New to add a recipient not in the Master Recipient List.
 - Input the Recipient Name, Recipient ID Type and Recipient ID. The Recipient ID must be an 11-digit account number that starts with a 4 or 5. If it does not start with a 4 or 5, then add 4 for a savings account or 5 for a checking account.
 - Under Bank, select Dollar Bank from the drop-down list with the recipient supplied ABA.

Click Continue. On the Preview Recipient page make any necessary corrections by selecting Edit. Otherwise, select Submit.

PREVIEW RECIPIENT
Required Fields ? X

| | |
|-------------------------------|--|
| Recipient Name | Xions Inc. |
| Recipient ID | 5283736188 |
| Address Line 1 | Xions Inc. |
| Address Line 2 | US |
| Recipient Bank | DOLLAR BANK, FEDERAL SAVINGS BANK ABA (Wire) 243074385 PITTSBURGH PENNSYLVANIA |
| Save to Master Recipient List | No |
| Recipient Contact Information | No |

Cancel
Edit
Submit

Step 4: Once you have finished adding the recipient information, provide Reference Info and Details of Payment as needed under Additional Information. When complete, click Continue.

Step 5: Review the Book Wire Payment Instructions and verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, enter the passcode from your designated authentication device, then click Submit Payment.

PREVIEW BOOK WIRE PAYMENT
? Help

Use this page to preview a Book Wire payment.

PAYMENT INFORMATION
Required Fields -

| | |
|------------|---|
| Account | Active Link Sav 1 - xxxxxxx2205 |
| Amount | \$ 12.34 |
| Value Date | 07/09/2021 |
| Send Date | 07/09/2021 |
| Frequency | One-Time Only |
| Recipient | Xions Inc. 5283736188 Xions Inc. US |
| Bank | DOLLAR BANK, FEDERAL SAVINGS BANK ABA (Wire) 243074385 PITTSBURGH United States |

A Successful Submit message will appear. Click Save as template if you will be sending a wire to this recipient more than one time so you don't have to reenter the information.

NOTE: If your company requires Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Pending Approval status and must be approved on the same day the payment is initiated. If your company does not require Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Scheduled status until the effective date. At this time, the status will change to Processed in the Payment Center. See [Task 6](#) for wire approval guidance.

Task 6: Approve a Wire Payment

If your company has elected to utilize Dual Control for wire payments, follow the steps below to approve a wire payment.

Step 1: Access Approvals one of two ways:

- From the Notification Center, click Approvals and then select Wire Approvals.



- Click Payments and then select Payment Center.

Step 2: Select the transaction(s) to approve under the Pending tab.

Step 3: Review the wire payment. The options are as follows:

- **Approve:** This approves the request for processing. Review the payment instructions. Enter the security number, password and then click Approve. A Successful Submit message will appear at the top of the screen.
- **Reject:** This stops further processing of the request in its current form. The request can be edited and submitted again for approval. In Memo, you can specify the reason for rejecting the payment.

Review the payment instructions. Enter the security number, password then click Reject.

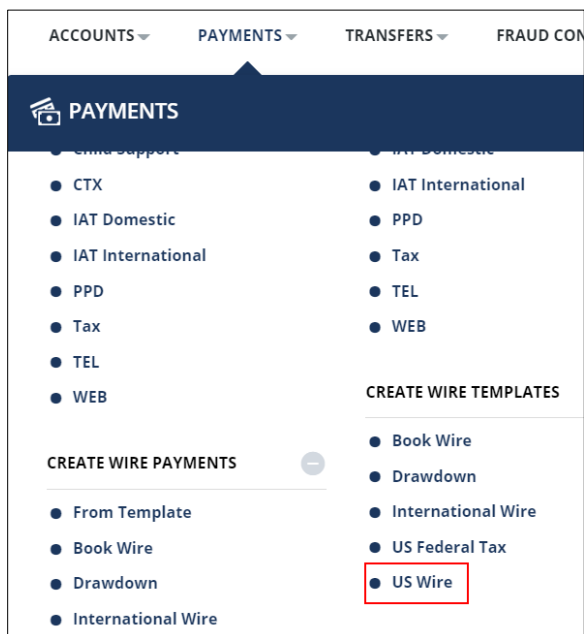
NOTE: You can approve payments only if you have approver entitlement. You cannot approve any payments you created or last modified. In addition, lack of account access or exceeding a limit can prevent you from successfully approving a payment.

Wire Payment Template

Task 7: Create a Wire Payment Template

Creating templates for wire payments enable you to quickly create wire payments with common information, such as the same recipients. When a new payment is based on a template, the information that can be changed is dependent on the template definitions. Much of the information that defines a payment template is the same as that required for creating a payment. A few details, however, are specific to payment templates. For this example, we will create a template for a U.S. Wire.

Step 1: Click Payments and under Create Wire Template select US Wire.



Step 2: Enter the details of the new payment. The required fields are marked with an asterisk (*).

- **Template Activation:** The active status of this template.
 - Active: This template can be used to create new payments.
 - Inactive: This template cannot be used to create new payments.
- **Template Name:** Give the template a name.
- **Template Limit:** The maximum amount for a payment created from this template (this is an optional field).

The 'TEMPLATE INFORMATION' form includes the following fields and options:

- Template Activation:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Template Name *:** Text input field containing 'Wire July 2021 Template'.
- Debit Account *:** Dropdown menu showing 'Active Link Sav 2 - xxxxxxx7144'.
- Recipient *:** Two buttons: 'Select Existing' and 'Create New'.
- Template Limit:** Text input field containing '1,000.00'.
- Debit Amount:** Radio buttons for 'Define amount when payment is created' (selected), 'Changeable amount (can be changed when payment is created)', and 'Exact amount (cannot be changed when payment is created)'.

Step 3: Enter the Recipient Information by selecting from a list or creating a new one.

- **Select Existing:**
 - Click Select Existing to add a recipient from your Master Recipient List.
 - Click Select to add existing recipient to the Wire Payment.

SELECT RECIPIENT
? ×

Show All ▼ Search 🔍

| Name ▲ | Recipient ID Type ▲ | Recipient ID ▲ | Bank ID Type ▲ | Bank ID ▲ | Action |
|------------|---------------------|----------------|----------------|-----------|---|
| Rec1 | Account Number | 1234567 | ABA (Wire) | 011000028 | Select |
| UsWireRec1 | Account Number | USR1 | ABA (Wire) | 011000028 | Select |
| UsWireRec2 | Account Number | USR1 | ABA (Wire) | 011000028 | Select |

Show 10 ▼

Cancel

- **Create New Recipient:**
 - Click Create New to add a recipient not in the Master Recipient List.
 - Input the required information for the recipient as shown below and click Continue.

CREATE RECIPIENT
+ Required Fields ? ×

Recipient Name *

Zen Pvt. Ltd.

Recipient ID Type *

CHIPS Universal ID ▼

Recipient ID *

333444

Address Line 1 *

123, Celestial

Address Line 2 *

Tower

Address Line 3

Enter Address Line 3

Bank *

Select from List
 Enter Bank Information with Bank ID

Preferred Bank List
Full Bank List

NOTE: Use the Full Bank List to locate the recipient’s financial institution. If the routing number/ Bank ID cannot be matched to a bank on the list, verify the routing number is accurate by looking it up on the Federal Reserve’s E-Payments Routing Directory under Fedwire Participants at www.frbervices.org/EPaymentsDirectory/agreement.html.

Bank *

Select from List Enter Bank Information with Bank ID

Remove

WELLS FARGO BANK, N.A.
SWIFT (International) WFBIUS6SSFO
155 5TH STREET
SAN FRANCISCO,CA UNITED STATES

Options

Save to Master Recipient List

Add Contact Information

Cancel **Continue**

On the Preview Recipient Screen, make any necessary corrections by selecting Edit Recipient. Otherwise, select Submit Recipient.

PREVIEW RECIPIENT Required Fields ? X

| | |
|-------------------------------|-----------------------------------|
| Recipient Name | Zen Pvt. Ltd. |
| Recipient ID Type | CHIPS Universal ID |
| Recipient ID | 333444 |
| Address Line 1 | 123, Celestial |
| Address Line 2 | Tower |
| Bank ID Type | SWIFT (International) WFBIUS6SSFO |
| Bank Name | WELLS FARGO BANK, N.A. |
| Address Line 1 | 155 5TH STREET |
| Address Line 3 | SAN FRANCISCO,CA UNITED STATES |
| Save to Master Recipient List | No |
| Recipient Contact Information | No |


Cancel **Edit** **Submit**

Step 4: When you have finished adding your recipient information, continue to the next fields. Remittance Information, Reference Info for Recipient and Sender and Details of Payment all have a box to check to allow change. Check these boxes if you want to be able to modify the


information in these fields when creating a payment from this template.

When complete, click Continue.

| | |
|------------------------|--|
| Routing Instructions | <input type="checkbox"/> Add Intermediary Bank |
| | <input type="checkbox"/> Add Receiving Bank |
| | <input type="checkbox"/> Add Bank to Bank Information |
| Remittance Information | <input type="checkbox"/> Allow change when making payments |
| Remittance Information | Create New |
| Reference Info | <input type="checkbox"/> Allow change when making payments |
| | Enter Sender's Reference |
| | <input type="checkbox"/> Allow change when making payments |
| | Enter Reference for Recipient |
| Details of Payment | <input type="checkbox"/> Allow change when making payments |
| | Enter Details of Payment |



Step 5: Review the Preview US Wire Template screen and verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, click Submit Template. If Dual Control is enabled, a password will be required to submit the template.

 **PREVIEW US WIRE TEMPLATE**
Use this page to preview a US Wire template.

TEMPLATE INFORMATION

| | |
|---------------------|--|
| Template Activation | Active |
| Template Name | Wire July 2021 Template |
| Debit Account | Active Link Sav 2 - xxxxxx7144 |
| Recipient | Rec1 1234567 address1 address2 |
| Bank | STATE STREET BOSTON ABA (Wire) 011000028 BOSTON MA UNITED STATES |
| Template Limit | \$ 1,000.00 |
| Debit Amount | Define amount when payment is created |

ADDITIONAL INFORMATION


| | |
|------------------------------|--------------------|
| Add Bank to Bank Information | No changes allowed |
| Sender's Reference | No changes allowed |
| Reference for Recipient | No changes allowed |
| Details of Payment | No changes allowed |

The successful submit message will display. This template is now ready to use for creating a payment. See [Task 9](#), to create a payment from a template.

 **Successful Submit**
Template Wire July 2021 Template has been successfully created.

NOTE: Depending on your company's setup, an approver may have to approve the template.

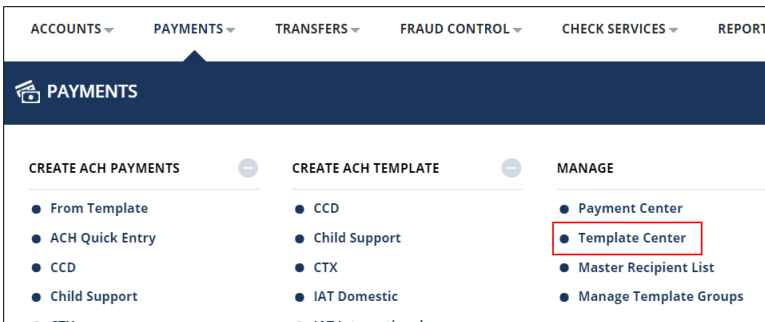
NOTE: For quick access, you can also create templates from the Template Center.

 **TEMPLATE CENTER**
Use this page to select template options or review existing templates.

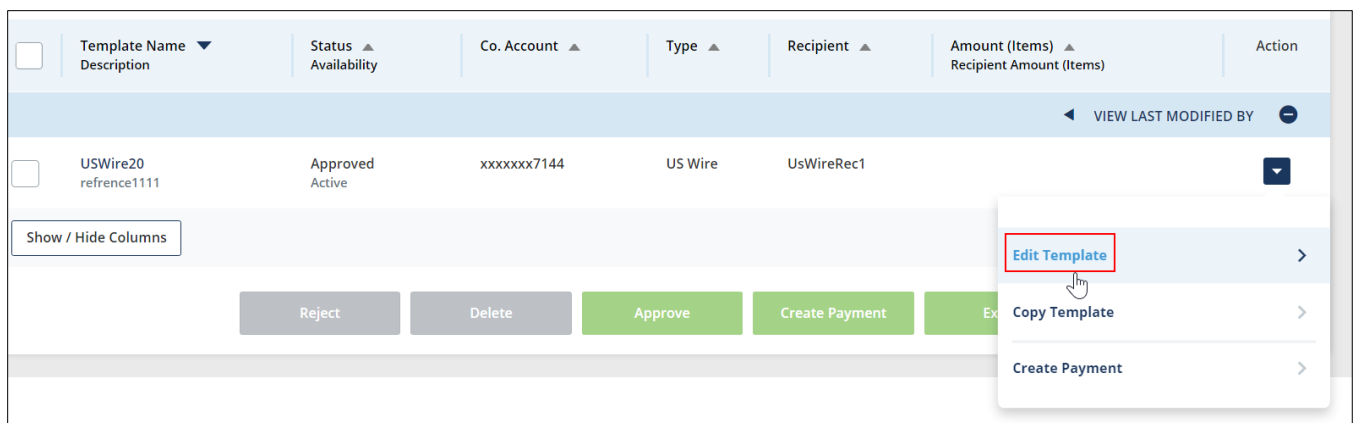
Task 8: Edit a Wire Payment Template

Templates can be edited as needed. Once you make a change to a template, all payments created from the changed template will include the modifications. In the case of a recurring payment, payments set up before the template modification will not include the changes because once a recurring payment is set up, all subsequent payments will be identical to the first payment. Follow the steps below to edit the template.

Step 1: Click Payments and under Manage select Template Center.



Step 2: Select the template you wish to edit and under Select Action click Edit Template.



Step 3: Edit the template details as needed then click Continue.

Remittance Information Allow change when making payments

Remittance Information Allow change when making payments

Reference Info Allow change when making payments

Details of Payment Allow change when making payments


reference1111

recipient1111

details of payment

Cancel Delete Template Continue

Step 4: Review your edits and click Submit Template to save the changes, updating the template in the Template Center.

 **PREVIEW US WIRE TEMPLATE**
Use this page to preview a US Wire template.

TEMPLATE INFORMATION

| | |
|---------------------|--|
| Template Activation | Active |
| Template Name | USWire20 |
| Debit Account | Active Link Chk 2 - xxxxxx7144 |
| Recipient | UsWireRec1 USR1 add1 add2 |
| Bank | STATE STREET BOSTON ABA (Wire) 011000028 BOSTON MA UNITED STATES |

| | |
|------------------------------|---|
| Intermediary Bank | SWIFT (International) AACHDE31XXX 'AACHENER' GRUNDVERMOEGEN-KAPITALAN WOERTHSTRASSE 32 KOELN GERMANY |
| Receiving Bank | ABA (Wire) 263079043 121 FINANCIAL CREDIT UNION JACKSONVILLE FL UNITED STATES |
| Add Bank to Bank Information | No changes allowed info1 |
| Remittance Information | RMTS,ORIG INFO*OI*BANK*abc*12332243*issuer**BIZ... |
| Sender's Reference | No changes allowed refrence1111 |
| Reference for Recipient | No changes allowed recipient1111 |
| Details of Payment | No changes allowed details of payment |

The Successful Submit message will appear.

Successful Submit

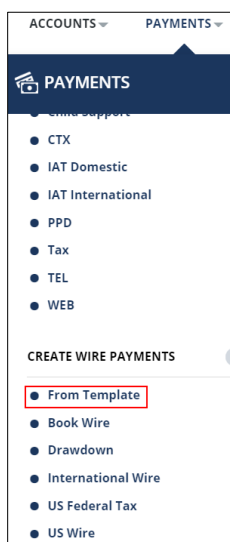
Template USWire20 has been successfully modified.

[Template Center](#)

Task 9: Create a Wire Payment from a Template

If your template(s) are built and no edits are needed, follow the steps below to submit a wire payment using a template.

Step 1: Click Payments and under Create Wire Payment select From Template.



Step 2: Click the check box of the template you want to use to create the payment, then select Create Payment at the bottom of the screen. Alternatively, use the Action list and select Create

Payment.

MANAGE TEMPLATES

| | | | |
|--------------------------|--|-----------------------------|--------|
| Template Name 1001111 | Payment Type All Wire Payment Types | Template Status Approved | Search |
|--------------------------|--|-----------------------------|--------|

ADVANCED SEARCH

| <input type="checkbox"/> | Template Name Description | Status Availability | Co. Account | Type | Recipient | Amount (Items) Recipient Amount (Items) | Action |
|--------------------------|------------------------------|------------------------|-------------|---------|------------|--|--------|
| VIEW LAST MODIFIED BY | | | | | | | |
| <input type="checkbox"/> | 1001111 sev | Approved Active | xxxxxxx2205 | US Wire | UsWireRec1 | | |

Show / Hide Columns

Reject

Delete

Approve

Create Payment

Export

Edit Template
>

Copy Template
>

Create Payment
>

Step 3: Enter the details of the new payment. The required fields are marked with an asterisk (*). When finished, click Continue.

CREATE US WIRE PAYMENT FROM TEMPLATE

Use this page to create a new US wire payment from template.

? Help

PAYMENT INFORMATION
+ Required Fields

| | |
|---------------|--|
| Template Name | 1001111 |
| Debit Account | Active Link Sav 1 - xxxxxxx2205 |
| Amount * | 101.10 |
| Value Date * | 07/15/2021 |
| Frequency | <input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring |
| Recipient | UsWireRec1 USR1 add1 add2 |
| Bank | STATE STREET BOSTON ABA (Wire) 011000028 BOSTON MA UNITED STATES |

ADDITIONAL INFORMATION

| | |
|------------------------|---|
| Remittance Information | <div style="background-color: #1a3d54; color: white; padding: 2px 10px; border: 1px solid #1a3d54; display: inline-block;">Edit</div> |
| | RRMT,idiid0101*EMAL*email111***** |
| Bank to Bank | 111 + |
| Bank to Bank Line 2 | 2222 ✖ |
| Sender's Reference | sev |
| Recipient Reference | ref |
| Details of Payment | details |

Cancel
Continue

Step 4: Review the Wire Payment and verify all information is accurate. Select Edit Payment if changes are needed. If there are no changes, enter the passcode from your designated authentication device, then click Submit Payment.

ADDITIONAL INFORMATION

| | |
|------------------------|--|
| Remittance Information | RRMT,idiid0101*EMAL*email111***** |
| Bank to Bank | 111 |
| Bank to Bank Line 2 | 2222 |
| Sender's Reference | sev |
| Recipient Reference | ref |
| Details of Payment | details |
| Passcode * | <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Enter Passcode"/> |

Cancel
Edit Payment
Submit Payment

The Successful Submit message will appear.

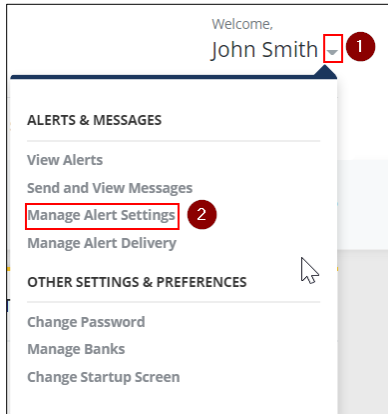
NOTE: If your company requires Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Pending Approval status and must be approved on the same day the payment is initiated. If your company does not require Dual Control on wires, the payment will be in the Pending tab of the Payment Center with a Scheduled status until the effective date. At this time, the status will change to Processed in the Payment Center. See [Task 6](#) for wire approval guidance.

Alerts

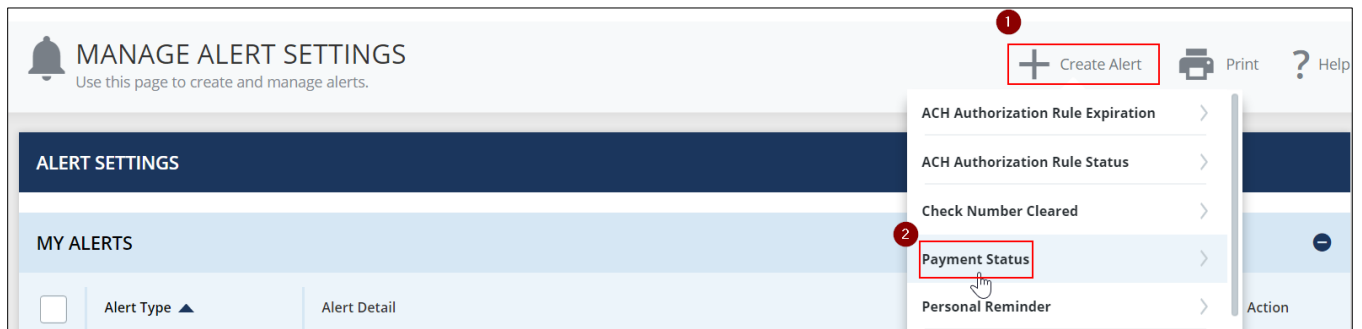
Task 10: Create a Wire Payment Alert

You can receive a text or e-mail alert for a variety of wire payment statuses.

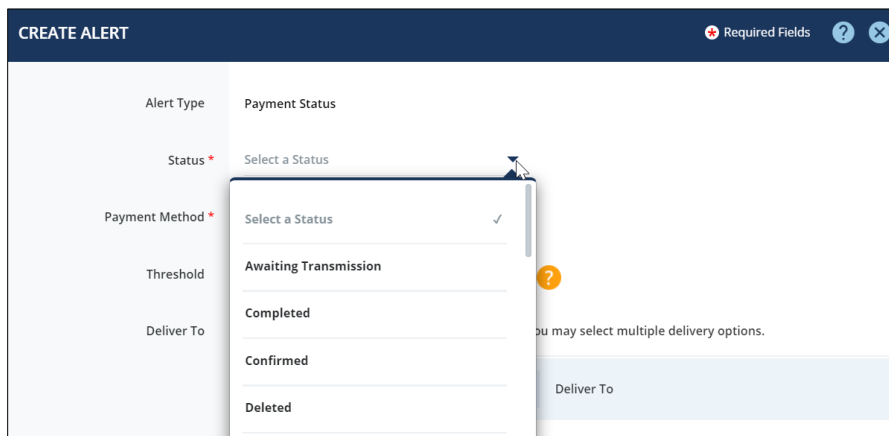
Step 1: Click the arrow beside your Name and select Manage Alert Settings.



Step 2: Click Create Alert dropdown and select Payment Status.



Step 3: Select a Status.



Step 4: Select the All Wire Payments option under Payment Method.

The screenshot shows the 'CREATE ALERT' form with the following fields:

- Alert Type: Payment Status
- Status: Completed
- Payment Method: Select a Payment Method (dropdown menu is open)
- Threshold: (empty)
- Deliver To: (empty)

The dropdown menu for 'Payment Method' is open, showing the following options:

- Select a Payment Method ✓
- All Wire Payments (highlighted)
- All ACH Payments
- All Transfers
- All Payments

Step 5: If you only want an Alert when the payment is more than a certain dollar amount, enter a Threshold. Otherwise, enter \$0.01 for the Threshold.

Step 6: Select your delivery options under Deliver To. When complete, click Submit.

The screenshot shows the 'CREATE ALERT' form with the following fields:

- Alert Type: Payment Status
- Status: Completed
- Payment Method: All Wire Payments
- Threshold: 10.00
- Deliver To: This alert will always be delivered to your inbox. You may select multiple delivery options.

The 'Deliver To' section shows the following options:

| <input type="checkbox"/> | Delivery Name | Deliver To |
|-------------------------------------|---------------|---------------------|
| <input checked="" type="checkbox"/> | Email | johnsmith@sonic.com |

The Successful Submit message will appear.

Successful Submit

Your subscription was added successfully.

Alert Settings

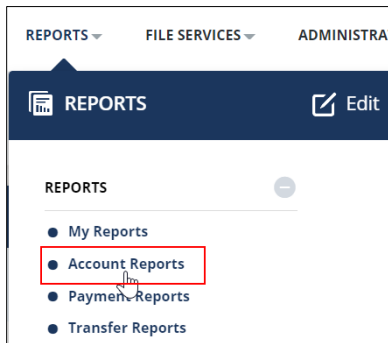
NOTE: To make any changes in the Delivery Options, select Manage Alert Delivery under Alerts & Messages. Texts and e-mail alerts can be added using Add Delivery Method option.

Reports

Task 11: Current Day Incoming Wire Confirmations

Current Day Wire Confirmations are available in report format only. The Current Day Wire Confirmation Report will show the wire sender's information and the Fed confirmation number on incoming wires. To run a Current Day Wire Confirmation Report, follow the steps below.

Step 1: Click Reports and under Reports select Account Reports.



Step 2: On the Standard tab, click Wire Confirmation Detail. This report will show any incoming wire payments posted to all your accounts.

| | | |
|---------------------------|-------------|--|
| Prior Day Summary | Prior Day | |
| Wire Confirmation Detail | Current Day | |
| Wire Confirmation Summary | Current Day | |
| Wire Transfer Detail | Current Day | |

Click Download or Print as needed.

TOC First Prev Next Last Goto Page 1 of 17 100% Download Print

xxxxxxx2205-USD-Active Link Sav 1

| Debit/Credit | Source Amount | Wire Sequence # | Payment Type |
|---|---------------|------------------|--------------|
| Debit | 12.00 USD | 210706104045H600 | FED |
| Value Date: 07/06/2021 | | | |
| Wire Service Reference: 20210706D3B7501C000007 | | | |
| Sender Reference: 210706104045H600 | | | |
| Debit Account#: xxxxxxx2205-USD-Active Link Sav 1 | | | |
| Recipient Account: USR1 | | | |
| Recipient Name: UsWireRec1 | | | |
| Recipient Address 1: add1 | | | |
| Recipient Address 2: add2 | | | |
| Sending Bank ID: 243074385 | | | |
| Sending Bank Name: DOLLAR BANK PITTS | | | |
| Recipient Bank ID: 011000028 | | | |
| Recipient Bank Name: STATE STREET BOSTO | | | |
| Bank to Bank Information Line 1: 11223344 | | | |

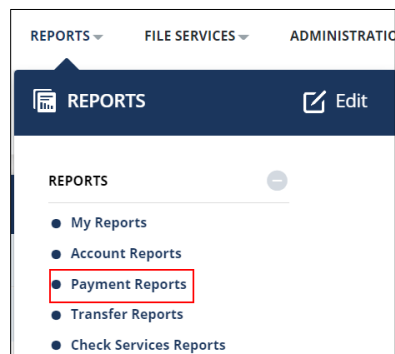
| Debit/Credit | Source Amount | Wire Sequence # | Payment Type |
|---|---------------|------------------|--------------|
| Debit | 3.00 USD | 210706104050H601 | FED |
| Value Date: 07/06/2021 | | | |
| Wire Service Reference: 20210706D3B7501C000009 | | | |
| Sender Reference: sev | | | |
| Debit Account#: xxxxxxx2205-USD-Active Link Sav 1 | | | |
| Reference for Recipient: ref | | | |
| Recipient Account: USR1 | | | |
| Recipient Name: UsWireRec1 | | | |
| Recipient Address 1: add1 | | | |
| Recipient Address 2: add2 | | | |
| Sending Bank ID: 243074385 | | | |
| Sending Bank Name: DOLLAR BANK PITTS | | | |
| Recipient Bank ID: 011000028 | | | |
| Recipient Bank Name: STATE STREET BOSTO | | | |
| Details of Payment 1: details | | | |
| Bank to Bank Information Line 1: 1112222 | | | |

| Debit/Credit | Source Amount | Wire Sequence # | Payment Type |
|--|---------------|------------------|--------------|
| Debit | 2.00 USD | 210706104056H600 | FED |
| Value Date: 07/06/2021 | | | |
| Wire Service Reference: 20210706D3B7501C000010 | | | |

Task 12: Outgoing Wire Confirmations

The confirmation number from the Federal Reserve on a current day outgoing wire payment can be obtained by running a Wire Detail or Wire Summary Report.

Step 1: Under Reports select Payment Reports.



Step 2: On the Standard tab, click Wire Detail or Wire Summary. The Standard Report will provide wire information for both credits and debits for the current day.

To get a prior day's transactions, customize the report you want to run. Click the green gear icon to customize.

| | |
|---------------------------|--|
| Wire Confirmation Detail | |
| Wire Confirmation Summary | |
| Wire Detail | |
| Wire Summary | |
| Wire Template Detail | |
| Wire Template Summary | |

Click Download or Print as needed.

| Payment Number | Confirmation# | Status | Amount |
|--|------------------------|-----------|-----------|
| LTVYVHTCYZ | | Overdue | \$ 200.01 |
| From Template: N Value Date: 07/12/2021 Send Date: 07/12/2021 Debit Account#: xxxxxx2205-USD Recipient ID Type: Account Number Recipient ID: 1234567 Recipient Name: Rec1 Recipient Address 1: address1 Recipient Address 2: address2 Recipient Bank ID Type: ABA (Wire) Recipient Bank ID: 011000028 Recipient Bank Name: STATE STREET BOSTON Recipient Bank Address 3: BOSTON MA UNITED STATES | | | |
| Date/Time | User ID | Action | |
| 07/12/2021 09:54 | gltest9@10128_dollar | create | |
| Payment Number | Confirmation# | Status | Amount |
| D8NC670PF6 | 20210712D3B7501C000011 | Confirmed | \$ 200.01 |
| From Template: N Value Date: 07/12/2021 Send Date: 07/12/2021 Debit Account#: xxxxxx2205-USD Recipient ID Type: Account Number Recipient ID: 1234567 Recipient Name: Rec1 Recipient Address 1: address1 Recipient Address 2: address2 Recipient Bank ID Type: ABA (Wire) Recipient Bank ID: 011000028 Recipient Bank Name: STATE STREET BOSTON Recipient Bank Address 3: BOSTON MA UNITED STATES | | | |
| Date/Time | User ID | Action | |
| 07/12/2021 11:16 | gltest9@10128_dollar | create | |
| 07/12/2021 11:16 | gltest9@10128_dollar | approve | |
| Payment Number | Confirmation# | Status | Amount |
| GSKJUQWQYY | 20210712D3B7501C000009 | Confirmed | \$ 200.00 |

Wire Payments Glossary of Terms

Book Wire: An internal Fedwire payment. These Fedwire® payments are outed to the bank's own wire back-end system rather than being released to the Federal Reserve.

International Wire: A wire payment either received or sent outside of the U.S.

U.S. Federal Tax: A payment made for federal taxes that will settle as of the current day, made using the U.S. Treasury's FEDTAX II system.

U.S. Wire: A payment made using the Fedwire® Funds Transfer System, the real-time gross settlement system for the United States and the U.S. dollar.

Payment and Routing Information:

Credit Currency: The currency of the payment that will be credited to the destination account. (Used for International Wires only).

Debit Account: The account from which the payment is made.

Debit Amount: The amount that will be debited from your Dollar Bank account and credited to the destination account.

Details of Payment: Additional, optional information about the payment.

Frequency: How often the payment should be made.

- If a single, non-recurring payment, select One Time Only.
- If a recurring payment, select Recurring, and make a selection for each of these options:
 - **Recurring Schedule:** Select a payment schedule from the list.
 - **Weekend/Holiday Schedule:** For weekend or holiday payments, select either previous day or next processing.
 - **Number of Payments:** Select one of the payment options.

Reference for Beneficiary: Optional, additional information about the payment.

Sender's Reference: Optional reference information for the payment.

Value Date: The date on which a wire transaction is settled by payment and delivery. The value date can be entered by either of the following methods:

- Manually enter the value date by typing it or selecting it using the calendar.
- Automatically calculate the next available date by clicking Get Value Date. The system determines the date the beneficiary account will be credited.

NOTE:

- The system checks that the date is a business day for the bank. If scheduled for today, the system verifies that the cutoff time has not passed.
- Future-dating restrictions: A payment can be scheduled up to 30 days in advance.

- Non-processing days:
 - The value date must be a business day for the receiving bank.
 - For international payments, the system checks whether a holiday calendar is defined for the destination country, and if present, prevents you from scheduling an effective date on a bank holiday. In addition, Saturday and Sunday are always non-processing days.

Recipient Information:

Recipient Name: Name of the payment recipient/beneficiary.

Recipient ID Type: Identifies the type of ID being used for the recipient. The types are as follows:

- Account Number
- CHIPS Universal ID
- CLABE
- IBAN

Recipient ID: A numerical identifier for the recipient.

Options Information:

Remittance Information: Enables you to add remittance information to the payment. After clicking Create New, an overlay appears where you select the type of remittance. Depending on your selection, additional information will be required.

Routing Instructions: The section can be used to identify the following optional information:

- Intermediary bank
- Receiving bank
- Bank to bank information

Selecting a check box adds the corresponding information. When additional fields appear, enter the information as needed.



Treasury Management

1-855-282-3888

Dollar.Bank/BusinessOnline