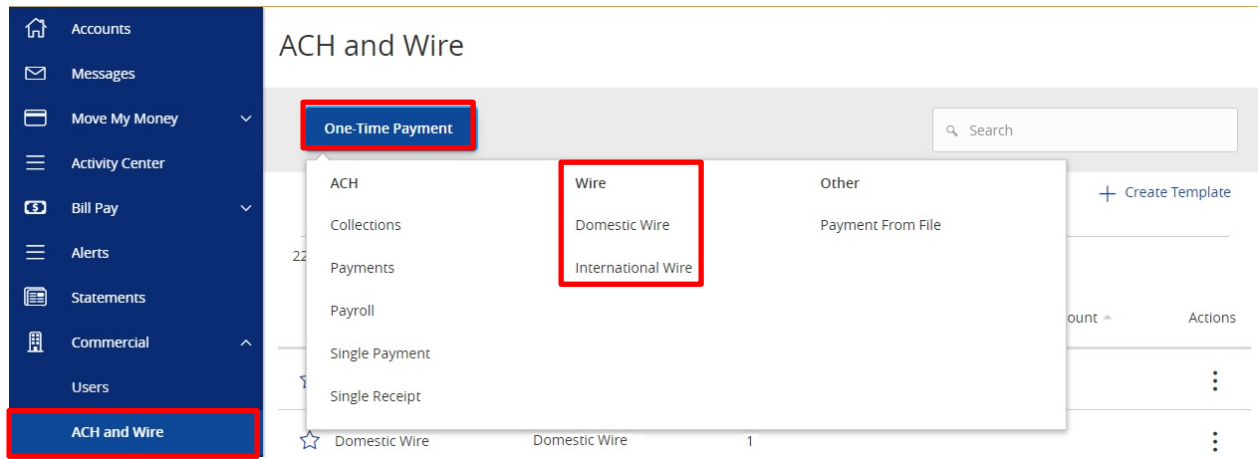


Multiple Wires

Creating a One-Time Domestic/International Multiple Wire Transaction

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time Wire Payment* you would like to make.



2. If you’re using the same *Subsidiary*, *Account*, and *Process Date* check the respective box for each one that is applicable. If not, leave the box unchecked and you can input the information for each individual Wire separately.

Origination Details

From Subsidiary <input checked="" type="checkbox"/> Use same Subsidiary for all wires <input type="text"/>	Account <input checked="" type="checkbox"/> Use same Account for all wires <input type="text"/>
Process Date <input checked="" type="checkbox"/> Use same Date for all wires <input type="text"/>	Recurrence None

3. Click “+ Add Multiple Recipients”.

+ Add multiple recipients

4. Check the box next to the *Recipients* you would like to pay. Click “Add” when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

[Select All](#) | [Clear All](#)

☐ Company 1
Checking 123456789

☐ Company 2
Checking 987654321

☐ Company 3
Checking 111111111

< 1 of 2 >

Cancel Add

5. For each *Recipient*, you will also need to fill out the *Amount* field, a *Message to Beneficiary*, and the *Purpose of Wire*.
6. Once completed, you can Draft or Approve based on your user rights and your Wire Transfer Agreement.

Cancel Draft Approve

NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.