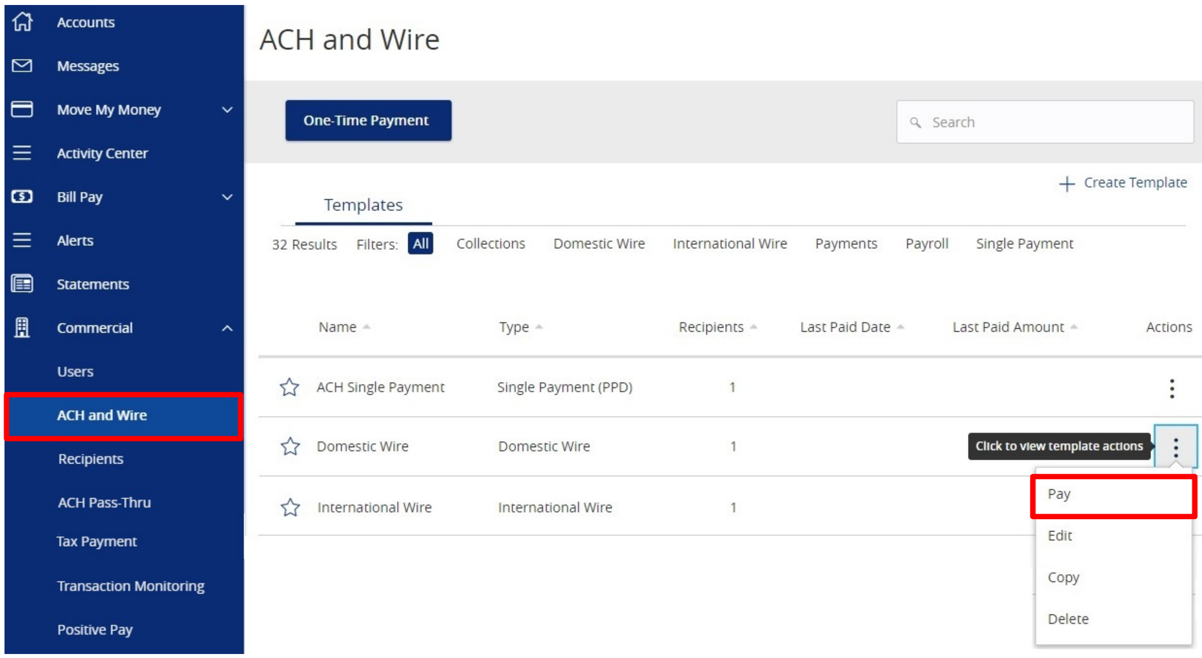
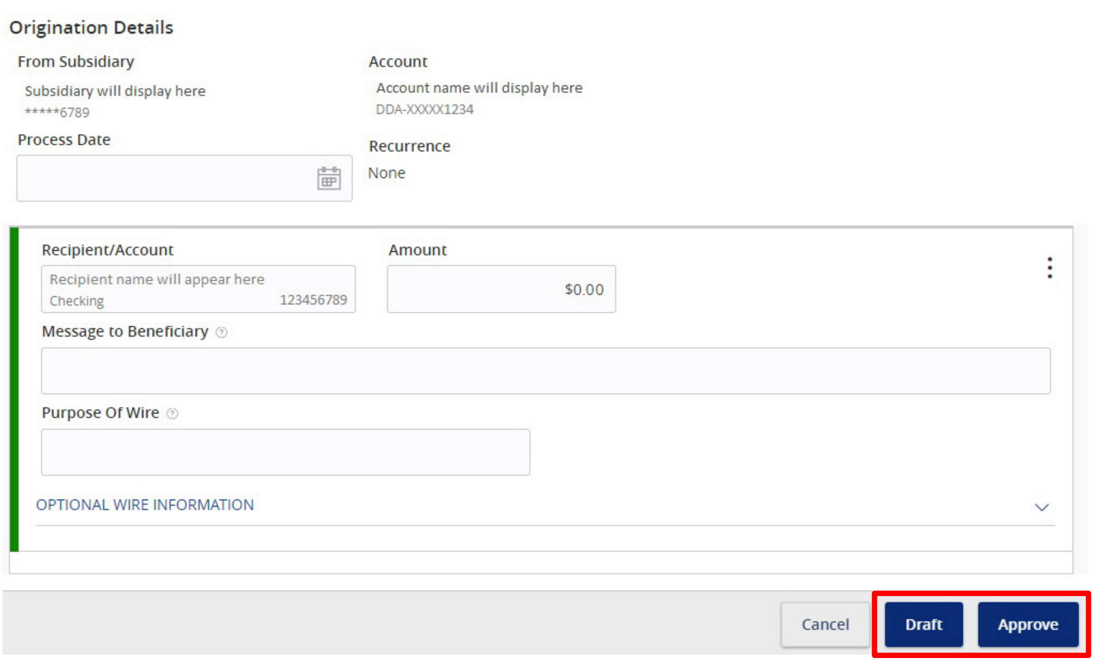
Wire Transactions

Paying Existing Domestic/International Wire Templates

1. Click "ACH and Wire" under the *Commercial* menu. Click on the three dots of the template you would like to *Pay*.



2. You will be taken to a screen to review your Wire. Here you can set a date to send the payment, input an *Amount* (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.

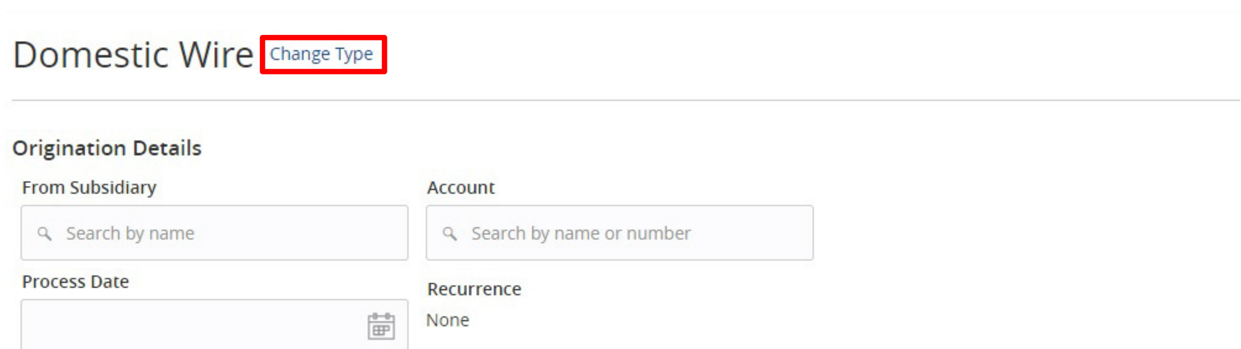


Creating a One-Time Domestic/International Wire Transfer

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.

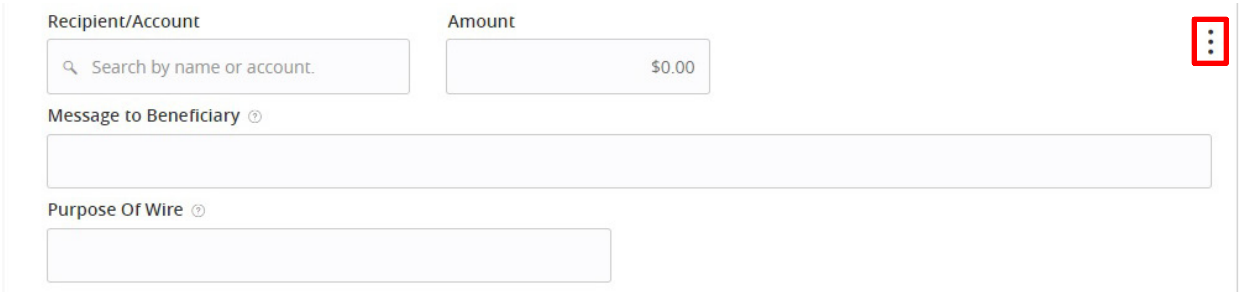
2. For the *Origination Details* section, fill in the following:

    a. *From Subsidiary* – the company initiating the payment
    b. *Account* – select the corresponding offset account for the commercial payment
    c. *Process Date* – set a date to send the payment



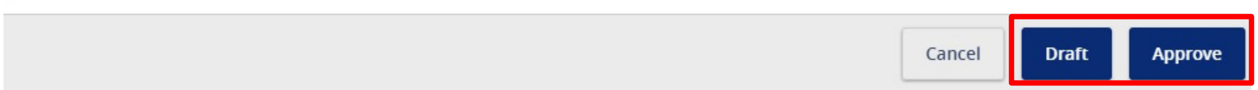
NOTE: The example above is for *a Domestic Wire*, but you can always change the Wire type by clicking "Change Type" to the right of the title.

3. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out the *Amount* field, a *Message to Beneficiary*, and the *Purpose of Wire*.



NOTE: Click the three dots to *Expand Row* and add a *Description*.

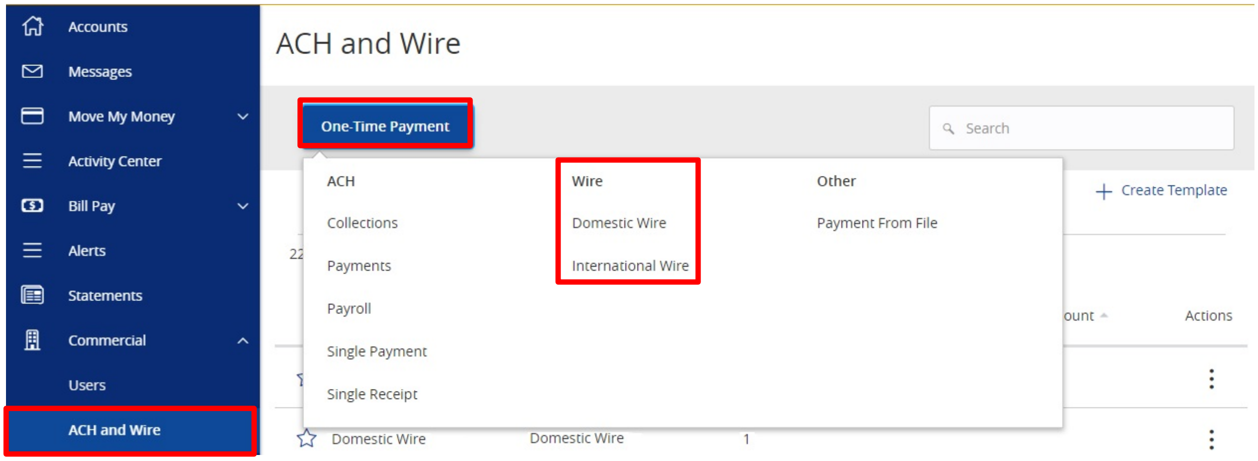
4. Once completed, you can Draft or Approve based on your user rights and your Wire Transfer Agreement.



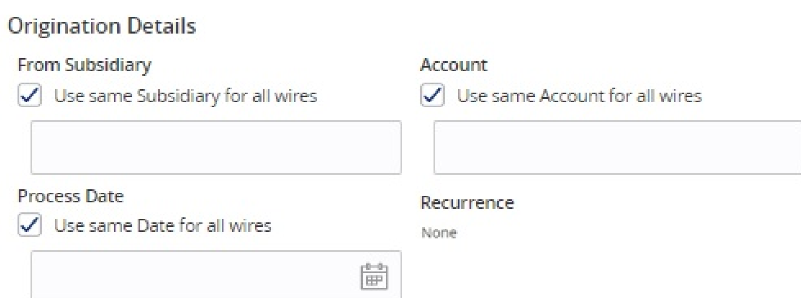
NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.

Creating a One-Time Domestic/International Multiple Wire Transaction

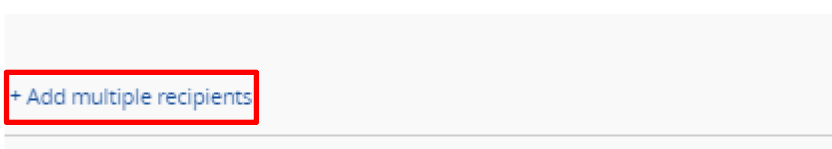
1. Click "ACH and Wire" under the *Commercial* menu. Click "One-Time Payment" and choose the *One-Time Wire Payment* you would like to make.



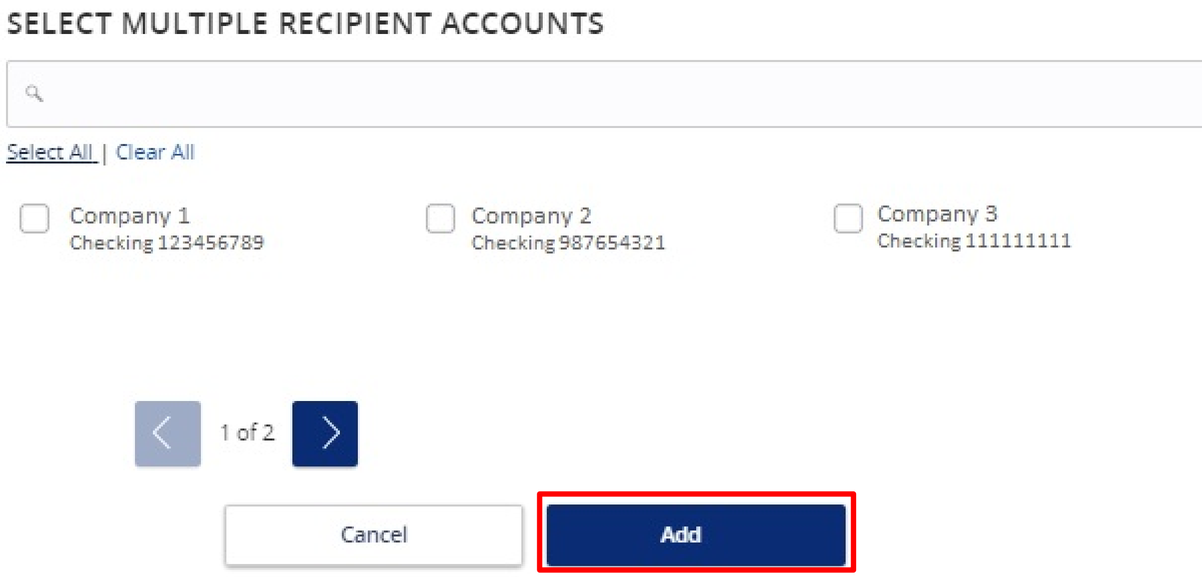
2. If you're using the same *Subsidiary*, *Account*, and *Process Date* check the respective box for each one that is applicable. If not, leave the box unchecked and you can input the information for each individual Wire separately.



3. Click "+ Add Multiple Recipients".

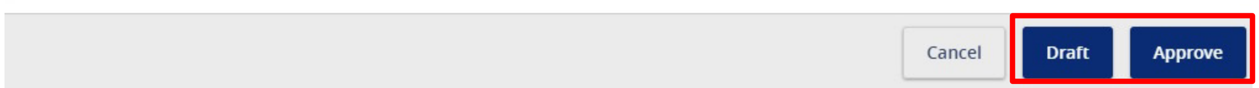


4. Check the box next to the *Recipients* you would like to pay. Click "Add" when done.



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.



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