Reference Guide: Creating and Sending a Wire Transfer without Template

Purpose

Create and Send Domestic or International Wire Transfer

Steps

1. Select Business Banking, click on Business Payments, then click **Create New Payment** box
2. Select Domestic Wire or International Wire.
3. In the **From Subsidiary** field, select the Company ID attached to the account from which the wire will be drafted from. In the Account field, select the account. If only one account is available, the selection will prefill.
4. Select or confirm the **Account** in the dropdown field, if required.
5. Select the **Process Date** for the wire. Cut-off times remain 4:45 PM for domestic wires and 4:30 PM for international wires.
6. Click in the **Search by name or account box** and select the recipient(s). If recipient isn't created, select "New Recipient". Enter recipient information. If recipient was previously created, select it. (For international wires, IBAN, SWIFT and BIC are searchable in the International Account Type field.)
7. Enter the **Amount** of the wire.
8. Enter the **Purpose** of the Wire
9. If needed, complete the optional wire information to include a message or reference for the beneficiary.
10. After all payment information has been entered, select **Approve** at the bottom right. If another user must approve the payroll, select **Draft** instead. If approving you will enter the 6 digit code from the token in the approval box.

Quick Tips

Wire Type
Choose Domestic or International based on the receiving bank.

Cut-off Times
4:45 PM domestic / 4:30 PM international

Dual Control
Use Draft when another user must approve the wire.

Optional Message
Add a reference or note for the beneficiary if needed.

International Wires
Additional recipient and bank details required. IBAN, SWIFT and BIC are searchable.

If you have any questions, contact our Customer Care Center:

1-855-275-7226 opt 3

Email: customercare@southernbank.com