Reference Guide: Wire Recipients

Purpose
Add and manage recipients before creating a wire template or wire payment

Add a new Recipient

1. Select Business Banking > Recipients. Click **Add Recipient**.
2. In the **Display Name** field, enter the name of the individual or company you will be paying.
3. Enter an email address if you would like to send the recipient an email notification when the transaction has been initiated. *Optional field*
4. Under **Payment Type**, select ACH/Wire or wire only.
5. Select the **Beneficiary Type** – domestic or international.
6. Enter the recipient **Account Number**. If you do not know the **Routing Number**, use the search feature under Financial Institution (FI) to locate it. You may search by FI name or routing number. Once selected in the search, the routing number will prefill in the Beneficiary FI fields.
7. Under **Beneficiary FI** section, enter the recipient financial institution information, if not already prefilled from above.
8. Enter **Intermediary FI** bank information, if applicable.
9. Scroll down to **Recipient Details** and enter the Wire Name (recipient name) and recipient address.
10. **Save** Recipient

Manage Existing Recipients

From the Recipients list, you can:

- Edit recipient information
- Delete a recipient
- View payment history for a specific recipient
- Select a recipient to view its details

Quick Tips

Add Recipients first
Recipients must be set up before creating a wire transaction or template.

Verify account information
Verify the recipient account number, routing number, and other bank information before saving.

Use the routing number search
If the routing number is unknown, use the available search feature.

Keep recipients up to date
Use the options menu next to a recipient to edit or delete information as needed.

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

1-855-275-7226 opt 3

Email: customercare@southernbank.com