



Reference Guide: Wire Templates and Sending Wire Payment

Purpose

Create Wire Template and Sending Wire Payment

Steps

1. Select Business Banking, click on Business Payments, click the **Create New Template** box.
2. Select **Domestic Wire** or **International Wire**. Name the template and adjust Template Access Rights, if desired.
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. Click in the **Search by name or account** box and select recipient(s). If recipient isn't created, select "New Recipient".
6. Click the **Save** and you will receive a confirmation that the template was saved, with options to Pay or Close.

Send a Wire Payment using a Template

1. Select Business Banking, click on Business Payments and review the **Payment Templates** section to locate the template. Click the ellipses (*3 vertical dots on far right*) and select **Pay**.
2. Enter or select the **Effective Date**.
3. Enter the **Amount** of the wire.
4. Enter the **Purpose** of the wire.
5. If an email address was entered in the recipient details, review to ensure **Notify Recipient** box is checked to send the recipient an email notification of the payment.
7. If needed, complete the optional wire information to include a message or reference for the beneficiary.
6. After all payment information has been entered, select **Approve** at the bottom right. If another user must approve the payment, 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