



# Business eBanking

## Wire User Guide

# Contents

- WIRE TRANSFERS ..... 4
  - Outgoing Domestic and International Wires..... 4
  - Outgoing Domestic Wires ..... 4
  - Outgoing International Wires..... 4
  - Incoming Wires..... 5
- TOKEN TRANSACTION AUTHENTICATION ..... 5
- ONE-TIME WIRES.....6
  - About One-time Wires .....6
  - Wiring Money .....6
  - Scheduled Wires.....10
    - Approving a Scheduled Transaction .....10
    - Approving Multiple Scheduled Transactions .....10
    - Deleting a Scheduled Transaction .....10
    - Editing a Scheduled Transaction.....11
  - Saved and Returned Wires ..... 11
    - Returning a Wire for Corrections ..... 11
    - Completing a Saved or Returned One-time Wire.....13
    - Deleting a Saved or Returned One-time Wire .....13
- TEMPLATE-BASED WIRES ..... 14
  - About Template-based Wires.....14
  - Templates.....15
    - Creating a Template - Wire.....15
    - Copying a Template - Wire .....19
    - Editing a Template - Wire .....19
    - Deleting a Template - Wire.....19
    - Approving Template Requests - Wire.....20
    - Canceling Template Requests - Wire .....21
  - Wiring Money via Template .....23
  - Wiring Money via Multiple Templates.....24
  - Scheduled Wires.....26
    - About Transaction Schedules .....26
    - User Roles and Entitlements Required for Managing Scheduled Transactions.....26
    - Approvals for Schedules and Scheduled Transactions.....26
    - Scheduled Transaction Frequency Definitions.....27

CURRENT-DAY WIRES ..... 28

    Approving Current-day Wires ..... 28

    Editing Current-day Wires ..... 29

    Deleting Current-day Wires ..... 30

SEARCHING COMPLETED WIRES ..... 31

# WIRE TRANSFERS

---

Processing deadline for wire transactions is 5:00pm ET

## Outgoing Domestic and International Wires

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to implement a system of internal controls to include monitoring transactions and activity for money laundering, terrorist financing, and sanctions risks. Atlantic Union bank reserves the right to hold wires for processing if information provided is incomplete, missing, or otherwise negatively impacts our ability to comply with federal law.

Dual approval is strongly recommended. We recommend you segregate wire transfer duties whereby one person issues the instruction to create the wire transfer and another person issues the instruction to transmit the wire transfer.

Dedicated computer is strongly recommended. We recommend you initiate all wire transfers on a computer that is accessed only by authorized personnel and not used for other internet access.

Token approval is required for all outgoing wire transactions.

Wire amount limits may be established by bank and recommended by user within Business eBanking (BeB).

## Outgoing Domestic Wires

All domestic wires will be processed on the same business day, providing bank receives complete information to allow processing by 5:00pm ET.

Wires submitted to bank without complete information, including complete beneficiary/recipient address information, may cause delays in processing or may require complete information to process.

It is critical that detailed information be input in required fields in addition to the beneficiary/recipient address fields for all outgoing wires. That information is inclusive of physical address and country selection for the beneficiary parties. By way of background, detailed information for certain transactions is a requirement within Bank Secrecy Act (BSA). As part of the funds transfer Travel Rule, knowing our customers, and performing sound customer due diligence, Atlantic Union Bank is able to provide our best customer service and meet regulatory requirements. Having this information allows the Bank to perform additional research of the request in instances of due diligence requirements and requirements for Office of Foreign Assets Control (OFAC); lack of, or inaccurate information, may delay the payment if the required information has not been provided.

## Outgoing International Wires

All international wires will be processed on the same business day providing bank receives complete information to allow processing by 5:00pm ET.

Atlantic Union Bank sends international wire transfers through a correspondent intermediary bank. If correct information for an additional intermediary bank is provided in the wire instructions, we will include the additional intermediary bank and their charges may be assessed from the wire proceeds.

International wires are sent with extended value dating.

When provided with an International Bank Account Number (IBAN) for an outgoing international wire, the IBAN is the information needed in the Beneficiary/Recipient Account Number field in the outgoing wire.

Wires submitted to bank without complete information, including complete beneficiary/recipient address information

If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8am – 5pm.

may cause delays in processing or may require complete information to process.

It is critical that detailed information be input in required fields in addition to the beneficiary/recipient address fields for all outgoing wires. That information is inclusive of physical address and country selection for the beneficiary parties. By way of background, detailed information for certain transactions is a requirement within Bank Secrecy Act (BSA). As part of the funds transfer Travel Rule, knowing our customers, and performing sound customer due diligence, Atlantic Union Bank is able to provide our best customer service and meet regulatory requirements. Having this information allows the Bank to perform additional research of the request in instances of due diligence requirements and requirements for Office of Foreign Assets Control (OFAC); lack of, or inaccurate information, may delay the payment if the required information has not been provided.

## Incoming Wires

Incoming wires are posted to our client accounts throughout the business day and are included in the BeB transaction activity. Our BeB clients are able to receive an Incoming Wire Report alert to access their online banking Incoming Wire Report for additional wire details. An incoming wire report is standard within Business eBanking and features various search criteria.

## Incoming Wire Standard Settlement Instructions: Domestic and International

### Remittance Instructions – Domestic Wire Transfers

Receiving Bank	Atlantic Union Bank 4300 Cox Road Glen Allen, VA 23060 USA
Fedwire Routing/ABA	051403164
Beneficiary Party Information	<i>Beneficiary Party Name</i> <i>Beneficiary Party Address (recommended)</i> <i>Beneficiary Party Account Number</i>
Originator to Beneficiary Reference Information	<i>Optional Beneficiary Remittance Information</i>

### Remittance Instructions – International Wire Transfers US Dollars & Foreign Currency

Beneficiary Bank	Atlantic Union Bank 4300 Cox Road Glen Allen, VA 23060 USA
SWIFT BIC	ATUNUS32
Beneficiary Party Information	<i>Beneficiary Party Name</i> <i>Beneficiary Party Address (recommended)</i> <i>Beneficiary Party Account Number</i>
Originator to Beneficiary Reference Information	<i>Optional Beneficiary Remittance Information</i>

Note: To receive funds from any foreign country, please follow the instructions above. Please note that the foreign institution has the right to use its own correspondent network prior to the receipt of funds at Atlantic Union Bank.

## TOKEN TRANSACTION AUTHENTICATION

Token transaction authentication requires transaction approvers to confirm their identity when approving ACH, ACH file upload or wire transactions. Authentication is accomplished through a one-time code displayed on the user's token device or on the Atlantic Union Bank Business Authenticator mobile app.

If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8am – 5pm.

# ONE-TIME WIRES

## About One-time Wires

The one-time wire services (domestic, USD international, or foreign currency) allow company users to electronically transfer money between accounts on an as-needed basis without templates.

The Manage Alerts page includes many alerts to which company users can subscribe to be notified automatically about various wire-related events.

## Wiring Money

1	Click <b>Money Movement &gt; Wire</b>	
2	Select or fill in the <b>Debit Information</b> options:	
	<b>Wire Type</b> <b>(Required field)</b>	Domestic Wire, Foreign Currency International Wire, or USD (U.S. Dollar) International Wire. A company user's enabled wire services determine the wire types available.
	<b>Account</b> <b>(Required field)</b>	The account from which funds are drawn.
	<b>Send on date</b> <b>(Required field)</b>	The date the transfer is effective. Type a date or click the calendar icon and select a date. A date up to 180 days into the future can be entered.
	<b>Amount</b> <b>(Required field)</b>	The dollar amount of the transfer. Commas and decimals can be used when typing the amount of your transfer. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
	<b>Currency</b> <b>(Required field)</b>	The type of currency. For example, U.S. Dollar. This field defaults to USD- US Dollar for domestic and USD International Wire requests.
3	Click <b>Continue</b> .	
4	Select or fill in the <b>Recipient Information</b> options:	
	<b>Bank ID Type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
	<b>Bank ID</b> <b>(Required field)</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
	<b>Bank name</b> <b>(Required field)</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 1</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>

<b>Bank address 2</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
<b>Bank address 3</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
<b>Recipient account (Required field)</b>	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
<b>Recipient name (Required field)</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
<b>Recipient address 1 (Required field)</b>	Up to 35 alphanumeric characters are allowed. Physical address is required. PO Box or variations thereof, are not permitted. Lack of, or inaccurate information, may delay the payment if the required information has not been provided. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
<b>Recipient address 2 (Required field)</b>	Up to 35 alphanumeric characters are allowed. Physical address is required. PO Box or variations thereof, are not permitted. Lack of, or inaccurate information, may delay the payment if the required information has not been provided. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
<b>Recipient address 3</b>	Up to 31 alphanumeric characters are allowed. Physical address is required. PO Box or variations thereof, are not permitted. Lack of, or inaccurate information, may delay the payment if the required information has not been provided. <i>*Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
<b>Country (Required field)</b>	Select country from provided drop down list.
<b>Additional information for recipient</b>	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark, dollar sign and percent sign.</i>
5	If applicable, click the <b>"Add intermediary information"</b> to Yes. Complete <b>"Secondary Intermediary"</b>
<b>Bank ID type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
<b>Bank ID</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
<b>Intermediary Account</b>	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
<b>Bank name</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>

	<b>Bank address 1</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 2</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 3</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
6	If applicable, fill in or change the <b>Wire Initiator Information</b> options:	
	<b>Wire initiator name</b>	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Wire initiator address 1</b>	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Wire initiator address 2</b>	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Wire initiator address 3</b>	This field is pre-filled with your company address. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Security code (Optional)</b>	The code provided to you by the bank for security purposes.
7	Click <b>Continue</b> .	
8	Verify the wire as needed and then click one of the following options:	
	<b>Submit for approval</b>	Approve the transfer later or allow other users in the company to approve it.
	<b>Transmit</b>	Approve and transmit the transfer.
	<b>Token Passcode</b>	Enter one-time secure token passcode.
	<b>Approve</b>	Approve the transfer now.



9. Enter your required token passcode and then click **Continue**.

*Verify Wire Page Sample*

The screenshot displays the 'Approvals' section of a financial system. The 'Transactions' tab is active. A modal window titled 'Secure Token Passcode' is overlaid on the screen, prompting the user to enter a passcode and click 'Continue'. The background shows a wire transaction approval form with the following details:

### Approvals

Transfers Transactions Templates Scheduled Requests Issues Files Users

< Back Transaction Detail

#### Approve Wire

[View your wire limits](#)

Debit Information [Return wire for edit](#)

Wire Type: Domestic wire  
Account: Test Checking  
Effective Date: 06/08/2023  
Amount: 5.00  
Currency: USD  
Entered by: PROSS  
Entry date/time: 06/08/2023

Secure Token Passcode  
Enter your passcode and click "Continue."  
Transactions cannot be approved until you have activated your software token, sign off and complete the activation process if you have not activated your software token, sign off and complete the activation process.

Passcode

Continue Cancel

#### Recipient Information

Bank ID Type: ABA  
Bank ID: 061000104  
Bank Name: TRUIST BANK  
Bank Address 1: CHARLOTTE  
Bank Address 2: NC  
Recipient Account: 123456789  
Recipient Name: Franklin Jefferson  
Recipient Address 1: 123 Validation Blvd  
Recipient Address 2: Richmond, VA 23229  
Country: UNITED STATES - USA

#### Wire Initiator Information

Wire Initiator Name: John Smith  
Wire Initiator Address 1: 114 Bank St  
Wire Initiator Address 2: Glen Allen, VA 23060

## Scheduled Wires

### Approving a Scheduled Transaction

1.	Click <b>Approvals &gt; Scheduled Requests</b> .
2.	Click the link in the <b>Approval Status</b> column for the transaction you want to approve.
3.	If applicable, in the <b>Security code</b> field, type the code provided to you by the bank for security purposes.
4.	Click <b>Approve</b> .
6.	If required, type your token passcode and then click <b>Continue</b> .

### Approving Multiple Scheduled Transactions

1.	Click <b>Approvals &gt; Scheduled Requests</b> .
2.	Click the <b>Approval Multiple Wires</b> link.
3.	Select the transactions you want to approve.
4.	If applicable, in the <b>Security code</b> field, type the code provided to you by the bank for security purposes.
5.	Click <b>Approve</b> .
6.	If required, type your token passcode and then click <b>Continue</b> .

### Deleting a Scheduled Transaction

A scheduled transaction can be deleted by the company user who created it. When a scheduled transaction is deleted, remaining transactions in the schedule are not affected.

1.	Click <b>Approvals &gt; Scheduled Requests</b> .
2.	Click the <b>Edit request</b> link beside the transaction you want to delete.
3.	Click the <b>Delete request</b> icon.
4.	Verify the transaction as needed and then click <b>Delete</b> .

## Editing a Scheduled Transaction

A scheduled transaction can be edited by the company user who created it. When changes are made to a scheduled transaction, any previous approvals it received are removed and the transaction must be re-approved.

1.	Click <b>Approvals &gt; Scheduled Requests</b> .								
2.	Click the <b>Edit request</b> link beside the transaction you want to edit.								
3.	Edit the transaction as needed.								
4.	If applicable, in the <b>Security code</b> field, type the code provided to you by the bank for security purposes.								
5.	Click <b>Continue</b>								
6.	Verify the transaction as needed and then click one of the following options: <table border="1"><thead><tr><th>Option</th><th>Description</th></tr></thead><tbody><tr><td>Submit for approval</td><td>Approve the transaction later or allow other users in the company to approve it.</td></tr><tr><td>Approve</td><td>Approve the transaction now.</td></tr><tr><td>Transmit</td><td>Approve and transmit the transaction.</td></tr></tbody></table>	Option	Description	Submit for approval	Approve the transaction later or allow other users in the company to approve it.	Approve	Approve the transaction now.	Transmit	Approve and transmit the transaction.
Option	Description								
Submit for approval	Approve the transaction later or allow other users in the company to approve it.								
Approve	Approve the transaction now.								
Transmit	Approve and transmit the transaction.								
7.	If required, type your token passcode and then click <b>Continue</b> .								

## Saved and Returned Wires

### Returning a Wire for Corrections

Wires that are pending approval can be returned to another company user for editing.

1.	Click <b>Approvals</b> .
2.	Click the link in the <b>Account</b> column for the wire you want to return.
3.	Click the <b>Return wire for edit</b> link.
4.	<b>Optional:</b> In the <b>Correction details</b> field, type the reason why the wire is being returned for correction. These details are included in the Wire Transfer Returned for Corrections alert for company users who subscribed to this alert.
5.	Click <b>Return for corrections</b> .

*Return Wire for Corrections Page Sample*

### Return Wire for Corrections ✕

Enter any correction details that you would like to be included in the alert that will be generated when this wire is returned for corrections.

Correction details (optional)  
Test 1

**Return for corrections** Do not return

## Completing a Saved or Returned One-time Wire

1.	Click <b>Money Movement &gt; Wire</b>																								
2.	Click the <b>View saved or returned wires requiring corrections</b> link.																								
3.	Click the link in the <b>Account</b> column for the wire you want to complete.																								
4.	<p>Complete the wire as described in the <a href="#">Wiring Money</a> task.</p> <p><i>Complete Saved and Returned Wires Page Sample</i></p> <p><b>Complete Saved and Returned Wires</b></p> <p>To complete a wire request, or to correct a wire returned for corrections, click the account number.</p> <p><a href="#">New transaction without using a template</a>   <a href="#">New transaction using a template</a></p> <p><b>Saved and Returned Wire Requests</b></p> <p>These are the requests that have been saved prior to approval/transmit, submittal, or that have been returned for correction.</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Template Name</th> <th>Recipient Name</th> <th>Amount</th> <th>Currency</th> <th>Effective Date</th> <th>Saved/Returned By</th> <th>Date S</th> </tr> </thead> <tbody> <tr> <td><a href="#">*4512 - PRESTIGE PAYROLL</a></td> <td>Prestige Monthly</td> <td>Prestige Design</td> <td>5,000.00</td> <td>USD</td> <td>12/16/20</td> <td>ADMIN</td> <td>12/16/</td> </tr> <tr> <td><a href="#">*4512 - PRESTIGE PAYROLL</a></td> <td>Prestige Monthly</td> <td>Prestige Design</td> <td>5,000.00</td> <td>USD</td> <td>12/16/20</td> <td>ADMIN</td> <td>12/16/</td> </tr> </tbody> </table>	Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Saved/Returned By	Date S	<a href="#">*4512 - PRESTIGE PAYROLL</a>	Prestige Monthly	Prestige Design	5,000.00	USD	12/16/20	ADMIN	12/16/	<a href="#">*4512 - PRESTIGE PAYROLL</a>	Prestige Monthly	Prestige Design	5,000.00	USD	12/16/20	ADMIN	12/16/
Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Saved/Returned By	Date S																		
<a href="#">*4512 - PRESTIGE PAYROLL</a>	Prestige Monthly	Prestige Design	5,000.00	USD	12/16/20	ADMIN	12/16/																		
<a href="#">*4512 - PRESTIGE PAYROLL</a>	Prestige Monthly	Prestige Design	5,000.00	USD	12/16/20	ADMIN	12/16/																		

## Deleting a Saved or Returned One-time Wire

1.	Click <b>Money Movement &gt; Wire</b>
2.	Click the <b>View saved or returned wires requiring corrections</b> link.
3.	Click the <b>Delete request</b> icon.
4.	Verify the wire as needed and then click <b>Delete request</b> .

# TEMPLATE-BASED WIRES

---

## About Template-based Wires

The template-based wire services (domestic, USD international, or foreign currency) allow company users to electronically transfer money between accounts using pre-defined templates.

A template is a preset format that defines the recipient, first and second intermediary (if applicable), and wire initiator information and is intended for repetitive use.

If your company requires multiple approvals for template setup, template adds, changes, and deletes must receive all approvals before the changes to the template can be used.

The Manage Alerts page includes many alerts to which company users can subscribe to be notified automatically about various wire-related events.

Transmitted wire transactions include a 16-character sequence number comprised of the following elements:

Element	Description
YY	<b>Year.</b> Includes leading zeroes up to two digits.
DDD	<b>Day of the year.</b> Includes leading zeroes up to three digits. For example, January 1 would appear as 001.
XXXXXX	<b>Bank ID.</b> Includes leading zeroes up to six characters.
99999	<b>Wire sequence counter.</b> Sequential order of transactions sent by companies under the <b>Bank ID</b> ; includes leading zeroes up to five digits.

For wire transactions uploaded to Business eBanking through a file, a unique sequence number is generated for each transaction in the file. Sequence numbers are visible on the **User Activity Report - Detail** page (**Administration > Self Administration > User Activity Report**). Click on the link aligned with the transaction.

## Templates

### Creating a Template – Wire

1	Click <b>Money Movement &gt; Wire&gt; Manage Templates</b>	
2	Select or fill in the <b>Debit Information</b> options:	
	<b>Template name</b>	Type a name (up to 50 characters) to save the wire transfer as a template for future use. This option only appears to company users who are enabled to a template-based wire service
	<b>Wire Type</b> <b>(Required field)</b>	Domestic Wire, Foreign Currency International Wire, or USD (U.S. Dollar) International Wire. A company user's enabled wire services determine the wire types available.
	<b>Account</b> <b>(Required field)</b>	The account from which funds are drawn.
	<b>Send on date</b> <b>(Required field)</b>	The date the transfer is effective. Type a date or click the calendar icon and select a date. A date up to 180 days into the future can be entered.
	<b>Amount</b> <b>(Required field)</b>	The dollar amount of the transfer. Commas and decimals can be used when typing the amount of your transfer. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
	<b>Currency</b> <b>(Required field)</b>	The type of currency. For example, U.S. Dollar. This field defaults to USD- US Dollar for domestic and USD International Wire requests.
3	Click <b>Continue</b> .	
4	Select or fill in the <b>Recipient Information</b> options:	
	<b>Bank ID Type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
	<b>Bank ID</b> <b>(Required field)</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
	<b>Bank name</b> <b>(Required field)</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 1</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 2</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 3</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Recipient account</b> <b>(Required field)</b>	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.

If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8am – 5pm.

	<b>Recipient name (Required field)</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Recipient address 1 (Required field)</b>	Up to 35 alphanumeric characters are allowed. Physical address is required. PO Box or variations thereof, are not permitted. Lack of, or inaccurate information, may delay the payment if the required information has not been provided. <i>*Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Recipient address 2 (Required field)</b>	Up to 35 alphanumeric characters are allowed. Physical address is required. PO Box or variations thereof, are not permitted. Lack of, or inaccurate information, may delay the payment if the required information has not been provided. <i>*Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Recipient address 3</b>	Up to 31 alphanumeric characters are allowed. Physical address is required. PO Box or variations thereof, are not permitted. Lack of, or inaccurate information, may delay the payment if the required information has not been provided. <i>*Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Country (Required field)</b>	Select country from provided drop down list.
	<b>Additional information for recipient</b>	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign.</i>
5	If applicable, click the “Add intermediary information” to Yes. Complete "Secondary Intermediary"	
	<b>Bank ID type</b>	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
	<b>Bank ID</b>	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.
	<b>Intermediary Account</b>	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
	<b>Bank name</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 1</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Bank address 2</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>



	<b>Bank address 3</b>	Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
6	If applicable, fill in or change the <b>Wire Initiator Information</b> options:	
	<b>Wire initiator name</b>	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Wire initiator address 1</b>	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Wire initiator address 2</b>	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Wire initiator address 3</b>	This field is pre-filled with your company name. Up to 35 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.</i>
	<b>Security code (Optional)</b>	The code provided to you by the bank for security purposes.
7	Click <b>Continue</b> .	
8	Click <b>Add template</b> .	

## Wire Template Confirmation

 **The following wire transfer template has been edited successfully.**

[Enter a wire using this template](#) | [Enter multiple wires at the same time](#) | [Add another template](#)

### Debit Information

Template Name:	CC TC2
Wire Type:	Domestic wire
Account:	Test Checking x107 - Checking - *0107
Currency:	USD

### Recipient Information

Bank ID Type:	ABA
Bank ID:	026009593
Bank Name:	BANK OF AMERICA, N.A., NY
Bank Address 1:	NEW YORK
Bank Address 2 :	NY
Recipient Account (If appropriate enter the IBAN):	123456
Recipient Name:	John Doe
Recipient Address 1:	123 Main St
Recipient Address 2:	Attn: Accounting
Recipient Address 3:	Anywhere, VA 23111
Country:	UNITED STATES - USA
Additional Information for Recipient:	For Goods and Services

### Wire Initiator Information

Wire Initiator Name:	Union Bank & Trust Test Company
Wire Initiator Address 1:	45 TESTING AVE. APT 1
Wire Initiator Address 2:	Test City, VA 22546

## Copying a Template - Wire

1.	Click <b>Money Movement &gt; Wire &gt; Manage Templates</b> .
2.	Click the link in the <b>Template Name</b> column for the template you want to copy.
3.	Click the <b>Copy template</b> icon.
4.	In the <b>Template name</b> field, type a unique name (up to 50 characters).
5.	Change the options in the following sections as needed: <b>Debit Information</b> , <b>Recipient Information</b> , <b>First Intermediary Information (optional)</b> , <b>Second Intermediary Information (optional)</b> , and <b>Wire Initiator Information (optional)</b>
6.	Click <b>Add template</b> .

## Editing a Template - Wire

1.	Click <b>Money Movement &gt; Wire &gt; Manage Templates</b> .
2.	Click the link in the <b>Template Name</b> column for the template you want to edit.
3.	Click the <b>Edit template</b> icon.
4.	Change the options in the following sections as needed: <b>Debit Information</b> , <b>Recipient Information</b> , <b>Second Intermediary Information (optional)</b> , and <b>Wire Initiator Information (optional)</b>
5.	Click <b>Save changes</b> .

## Deleting a Template - Wire

1.	Click <b>Money Movement &gt; Wire &gt; Manage Templates</b> .
2.	Click the <b>Delete Template</b> icon beside the template to delete.
3.	Verify the template as needed and then click <b>Delete</b> .

*Verify Template Deletion Page Sample*

### Verify Template Deletion ✕

Once deleted, the template cannot be recovered. Requests previously entered using this template will not be affected by the template being deleted.

[Maintain other wire templates](#)

#### Debit Information

Template Name: FIW Template  
 Wire Type: Foreign currency international wire  
 Account: Checking - Checking - \* 1234  
 Currency: CAD

#### Recipient Information

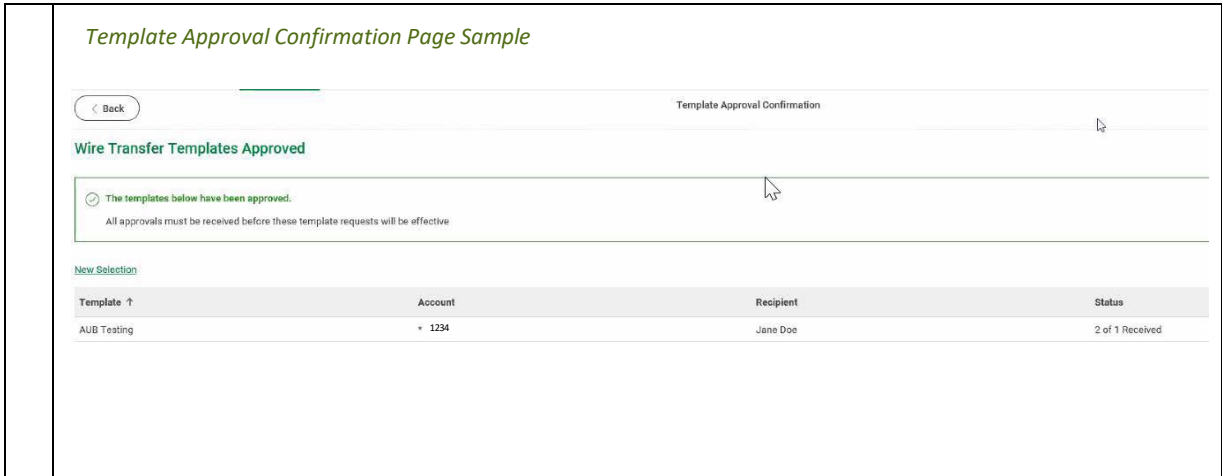
Bank ID Type: SWIFT  
 Bank ID: BAMSCAT1XXX  
 Bank Name: BANK OF MONTREAL  
 Bank Address 1: TORONTO  
 Bank Address 3: 100 KING STREET WEST, 21ST FLOOR  
 Recipient Account (If appropriate enter the IBAN): 111TESTONLY  
 Recipient Name: Bill Test  
 Recipient Address 1: 111 Test Place  
 Recipient Address 2: Testville TX, 34443

#### Wire Initiator Information

Wire Initiator Name: Brook Daily  
 Wire Initiator Address 1: 23 Easy Place  
 Wire Initiator Address 2: Mechanicsville, VA, 23116

## Approving Template Requests - Wire

1.	Click <b>Approvals &gt; Templates</b> .
2.	Select the templates to approve and then click <b>Approve</b> .  The template changes become effective once the required number of approvals is received.



### Canceling Template Requests - Wire

1.	Click <b>Approvals &gt; Templates</b> .
2.	Click the link in the <b>Template Name</b> column for the template request you want to cancel.
3.	Click the <b>Cancel template request</b> link.
4.	Verify the template as needed and then click <b>Cancel request</b> .

## Verify Template Cancellation Page Sample

### Approvals

Transfers Transactions **Templates** Scheduled Requests Issues Files

< Back

Verify Template Cancellation

Once Completed, the template request cannot be recovered.

The green (●) indicates that a value has changed on the template.

[View template details](#) | [View your wire limits](#)

#### Debit Information

Template Name: AUB Testing  
Wire Type: Domestic wire  
Account: Checking - \* 1234  
Currency: USD

#### Recipient Information

Bank ID Type: ABA  
Bank ID: 051074030  
Bank Name: ATLANTIC UNION BANK  
Bank Address 1: RUTHER GLEN  
Bank Address 2: VA  
Recipient Account: 234567890  
Recipient Name: Jane Doe  
Recipient Address 1: 234 Bank st  
Recipient Address 2: 13 East Bronx rd  
Recipient Address 3: Talahassee, VA 23145

#### Wire Initiator Information

Wire Initiator Name: WILLIAM S MAN  
Wire Initiator Address 1: 123 Easy St  
Wire Initiator Address 2: GLEN ALLEN, VA 23059

#### Approval History Information

Approval Status: 1 of 2 received

Action ↓	User ID	Date/Time
Approve Request	JHANCOCK	12/16/2020 04:48:46 PM(ET)

Cancel Request


Do Not Cancel Request

## Wiring Money via Template

1	Click <b>Money Movement &gt; Wire &gt; Wire Via Template</b>	
2	Complete the <b>Template Based Wire Transfer Information</b> fields and then click <b>Continue</b> :	
	<b>Template name</b>	List of pre-defined templates.
	<b>Amount</b>	The dollar amount of the transfer. Commas and decimals can be used when typing the amount of your transfer. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
	<b>Additional information</b>	Information you want to appear with the transfer (this text is included in for the recipient your wire transfer history). Up to 140 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign.</i>
	<b>Frequency</b>	Today only, One time, Weekly, Every other week, Twice a month - the 15th and last day of the month, Monthly, Monthly - last day of the month, Every three months, Every three months - last day of the month, Every six months, Every six months - last day of the month, Yearly, or Custom.
	<b>Next send on</b>	The start date of the recurring wire.
	<b>End on</b>	Continue indefinitely, continue until this date, or Continue for a specified number of occurrences.
	<b>Processing options</b>	Use the next processing date if a scheduled request falls on a non- processing date or Use the previous processing date if a scheduled request falls on a non-processing date.
	<b>Security code (optional)</b>	The code provided to you by the bank for security purposes.
3	Verify the information as needed and then click one of the following options:	
	<b>Submit for approval</b>	Approve the wire later or allow other users in the company to approve it.
	<b>Transmit</b>	Approve and transmit the wire.
	<b>Approve</b>	Approve the wire now.
4	If required, type your token passcode and then click <b>Continue</b> .	

Verify Wire Page Sample

## Verify Wire

 Almost done. Please confirm the details below.

**Note:** You may transmit current day wire requests before 05:00 PM ET.

[New transaction using a template](#)

### Template Based Wire Transfer Information

Template Name:	FIW Template
Currency:	CAD
Amount:	1.00
Frequency:	Yearly
Send first transfer On:	12/28/2020 (Calculated based on selected date and processing option)
End On:	Continue for this many occurrences: 1
Processing Options:	The next processing date if a scheduled request falls on a non-processing date.

[Submit for Approval](#)

## Wiring Money via Multiple Templates

1.	Click <b>Money Movement &gt; Wire &gt; Wire Via Multiple Templates</b>						
2.	Select a <b>Template name</b> option.						
3.	In the <b>Amount</b> field, type the amount of money you want to transfer. Commas and decimals can be used when typing the amount of the transfer. If decimals are used, then two digits to the right of the decimal must be entered. If decimals are not used, the system defaults to whole dollars.						
4.	If desired, change the <b>Send On Date</b> .						
5.	<b>Optional:</b> In the <b>Additional information for recipient</b> field, type in text that will accompany the wire. Up to 140 alphanumeric characters are allowed. <i>Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, and question mark.</i>						
6.	If applicable, in the <b>Security code</b> field, type the code provided to you by the bank for security purposes.						
7.	Click <b>Continue</b> .						
8.	Verify the information as needed and then click one of the following options:						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Submit for approval</b></td> <td>Approve the wire later or allow other users in the company to approve it.</td> </tr> <tr> <td style="text-align: center;"><b>Transmit</b></td> <td>Approve and transmit the wire.</td> </tr> <tr> <td style="text-align: center;"><b>Approve</b></td> <td>Approve the wire now.</td> </tr> </table>	<b>Submit for approval</b>	Approve the wire later or allow other users in the company to approve it.	<b>Transmit</b>	Approve and transmit the wire.	<b>Approve</b>	Approve the wire now.
<b>Submit for approval</b>	Approve the wire later or allow other users in the company to approve it.						
<b>Transmit</b>	Approve and transmit the wire.						
<b>Approve</b>	Approve the wire now.						



9. If required, type your token passcode and then click **Continue**

*Verify Wires Page Sample*

**Verify Wires** 

 1111 Almost done. Please confirm the details below.

Multiple new [wire actions](#)

Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Approval Status
Checking - *	FIW Template	Bill Test	1.00	CAD	12/16/2020	0 of 2 received
Additional information : Test						
Checking - *	Dorm Wire Template1	William S Man	0.87	USD	12/16/2020	0 of 2 received
Additional information : Test						

To schedule this request without approving it, click [submit for approval](#)

**Approve**

## Scheduled Wires

### About Transaction Schedules

A schedule is a set of rules by which a transaction is systematically created at regular intervals or one time in the future. Company users specify the frequency, start and end date or the number of transactions to make.

### User Roles and Entitlements Required for Managing Scheduled Transactions

Task	Required Role	Required Account Entitlement
Scheduling a transaction	N/A	Entitled Account (for the account used in the scheduled transaction)
Approving a scheduled transaction or schedule	Approval	Allow Transmit (for the account used in the scheduled transaction)
Viewing a scheduled transaction	N/A	Entitled Account (for the account used in the scheduled transaction)

**Note:** In the table it is assumed the company user is enabled to the appropriate service.

A schedule can only be edited by the company user who created it. When a schedule is edited, the changes are applied to all transactions governed by it. Any approvals previously applied to all transactions governed by the schedule are removed and the transactions must be re-approved. Edits cannot be completed or saved after 12:00:01 a.m. Eastern Time on the "Send on" date.

A schedule can only be deleted by the company user who created it. When a schedule is deleted, all transactions associated with it are deleted.

### Approvals for Schedules and Scheduled Transactions

Each transaction governed by a schedule requires approval even if a company only has one user or does not require multiple approvals.

Transactions can be approved individually or collectively by approving the schedule. Schedules can be approved by the company user who created them provided they have the appropriate role and entitlements. Advance approval can be provided for a scheduled transaction including requests scheduled by other company users. Once a scheduled transaction has received all required approvals, it is transmitted on the specified send on date.

If a transaction or schedule is modified, any approvals previously applied are removed and the transaction or schedule must be re-approved.

## Scheduled Transaction Frequency Definitions

Frequency	Definition
Today only	Sends the transaction once on today's date.
One time	Sends the transaction once on a date in the future.
Weekly	Sends the transaction on the same day each week.
Every other week	Sends the transaction on the same day every other week.
Twice a month - the 15 <sup>th</sup> and last day of the month	Sends the transaction on the 15 <sup>th</sup> and last day of the month unless those dates fall on a day when transactions are not processed, such as a holiday, in which case transaction will send on the business day before the scheduled date.
Monthly	Sends the transaction on the same date every month.
Monthly - last day of the month	Sends the transaction on the last day of each month unless those dates fall on a day when transactions are not processed, such as a holiday, in which case transaction will send on the business day before the scheduled date.
Every three months	Sends the transaction on the same day every three months.
Every three months - last day of the month	Sends the transaction on the last day of the month, every three months.
Every six months	Sends the transaction on same day every six months.
Every six months - last day of the month	Sends the transaction on the last day of the month, every six months; unless those dates fall on a day when transactions are not processed, such as a holiday.
Yearly	Sends the transaction on the same date every year.
Custom	Sends the transaction on dates of your choosing. Up to 25 dates are supported. When <b>Custom</b> is selected, a table appears next to the <b>Send on</b> field that allows you to select different send on dates.

**Note:** Some frequencies may not be available for all services.

# CURRENT-DAY WIRES

## Approving Current-day Wires

Approve wires that have a current-day transmit date or scheduled wires that were not approved prior to the transmit date.

1.	Click <b>Approvals &gt; Transactions</b>																		
2.	Select the wires to approve.																		
3.	If applicable, in the <b>Security code</b> field, type the code provided to you by the bank for security purposes.																		
4.	Click <b>Continue</b> .																		
5.	Verify the information as needed and then click one of the following options:																		
	<b>Submit for approval</b>	Approve the wire later or allow other users in the company to approve it.																	
	<b>Transmit</b>	Approve and transmit the wire.																	
	<b>Approve</b>	Approve the wire now.																	
	<b>Note:</b> The number of approvals required and approval settings for the service determine the options available to you.																		
6.	If required, type your token passcode and then click <b>Continue</b> .																		
7.	<p><i>Verify Wires Page Sample</i></p> <p><b>Verify Wire Approval</b></p> <p><a href="#">New selection</a>   <a href="#">View your wire limits</a></p> <table border="1"> <thead> <tr> <th>Account</th> <th>Recipient</th> <th>Amount</th> <th>Currency</th> <th>Effective</th> <th>Entered By</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>Checking - *</td> <td>Big Wire Test</td> <td>1.25</td> <td>USD</td> <td>11/27/2020</td> <td>WMAN</td> <td>0 of 2</td> </tr> </tbody> </table> <p>Additional information for recipient : TEST</p> <table border="1"> <tr> <td>Total : 1 Items for</td> <td>1.25</td> <td>USD</td> </tr> </table> <p><b>Approve</b> <input type="button" value="Cancel"/></p>		Account	Recipient	Amount	Currency	Effective	Entered By	Approval Status	Checking - *	Big Wire Test	1.25	USD	11/27/2020	WMAN	0 of 2	Total : 1 Items for	1.25	USD
Account	Recipient	Amount	Currency	Effective	Entered By	Approval Status													
Checking - *	Big Wire Test	1.25	USD	11/27/2020	WMAN	0 of 2													
Total : 1 Items for	1.25	USD																	

## Editing Current-day Wires

An unapproved wire that has a current-day transmit date or a scheduled wire that was not approved prior to the transmit date can be edited. Editing a wire removes any approvals it received previously and the wire must be reapproved.

1.	Click <b>Approvals &gt; Transactions</b>															
2.	Click the link in the <b>Account</b> column for the wire you want to edit.															
3.	Click the <b>Edit request</b> link.															
4.	Click <b>Edit wire</b> .															
5.	Edit the <b>Debit Information</b> options as needed and then click <b>Continue</b> .															
6.	Edit the options in the following sections as needed: <b>Recipient Information</b> , <b>Second Intermediary Information (optional)</b> , and <b>Wire Initiator Information (optional)</b> .															
7.	If applicable, in the <b>Security code</b> field, type the code provided to you by the bank for security purposes.															
8.	Click <b>Continue</b> .															
9.	Verify the information as needed and then click one of the following options:															
	<b>Submit for approval</b>	Approve the wire later or allow other users in the company to approve it.														
	<b>Transmit</b>	Approve and transmit the wire.														
	<b>Approve</b>	Approve the wire now.														
	<i><b>Note:</b> The number of approvals required and approval settings for the service determine the options available to you.</i>															
10.	If required, type your token passcode and then click <b>Continue</b> .															
11.	<p><i>Verify Wires Page Sample</i></p> <p><b>Verify Wire Approval</b></p> <p><a href="#">New selection</a>   <a href="#">View your wire limits</a></p> <table border="1"> <thead> <tr> <th>Account</th> <th>Recipient</th> <th>Amount</th> <th>Currency</th> <th>Effective</th> <th>Entered By</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>Checking - *</td> <td>Big Wire Test</td> <td>1.25</td> <td>USD</td> <td>11/27/2020</td> <td>WMAN</td> <td>0 of 2</td> </tr> </tbody> </table> <p>Additional information for recipient : TEST</p> <p>Total : 1 items for 1.25 USD</p> <p><input type="button" value="Approve"/> <input type="button" value="Cancel"/></p>		Account	Recipient	Amount	Currency	Effective	Entered By	Approval Status	Checking - *	Big Wire Test	1.25	USD	11/27/2020	WMAN	0 of 2
Account	Recipient	Amount	Currency	Effective	Entered By	Approval Status										
Checking - *	Big Wire Test	1.25	USD	11/27/2020	WMAN	0 of 2										

## Deleting Current-day Wires

Delete unapproved wires that have a current-day transmit date or scheduled wires that were not approved prior to the transmit date.

1.	Click <b>Approvals &gt; Transactions</b>																																																						
2.	Click the <b>Delete</b> icon beside the wire you want to delete.																																																						
3.	<p>Verify the wire as needed and then click <b>Delete</b>.</p> <p><i>Verify Wire Deletion Page Sample</i></p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Verify Wire Deletion</b></p> <p>Once completed, the request cannot be recovered.</p> <p><a href="#">View your wire limits</a></p> <p><b>Debit Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Template Name:</td> <td>Dom Wire Template1</td> </tr> <tr> <td>Wire Type:</td> <td>Domestic wire</td> </tr> <tr> <td>Account:</td> <td>Checking - * 2345</td> </tr> <tr> <td>Effective Date:</td> <td>11/30/2020</td> </tr> <tr> <td>Amount:</td> <td>\$2.00</td> </tr> <tr> <td>Currency:</td> <td>USD</td> </tr> <tr> <td>Entered by:</td> <td>WMAN</td> </tr> <tr> <td>Entry date/time:</td> <td>11/30/2020 08:17:09 am (ET)</td> </tr> </table> <p><b>Recipient Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bank ID Type:</td> <td>ABA</td> </tr> <tr> <td>Bank ID:</td> <td>061000104</td> </tr> <tr> <td>Bank Name:</td> <td>SUNTRUST BANK</td> </tr> <tr> <td>Bank Address 1:</td> <td>ATLANTA</td> </tr> <tr> <td>Bank Address 2:</td> <td>GA</td> </tr> <tr> <td>Recipient Account:</td> <td>554789712</td> </tr> <tr> <td>Recipient Name:</td> <td>William Man</td> </tr> <tr> <td>Recipient Address 1:</td> <td>664 West Ave</td> </tr> <tr> <td>Recipient Address 2:</td> <td>Glen Allen VA</td> </tr> <tr> <td>Additional Information for Recipient:</td> <td>Test</td> </tr> </table> <p><b>Wire Initiator Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Wire Initiator Name:</td> <td>WILLIAM S MAN</td> </tr> <tr> <td>Wire Initiator Address 1:</td> <td>123 Easy Place</td> </tr> <tr> <td>Wire Initiator Address 2:</td> <td>GLEN ALLEN, VA 23059-3438</td> </tr> </table> <p><b>Approval History Information</b></p> <p>Approval Status : 1 of 2 Received - Ready to transmit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>User ID</th> <th>Date</th> <th>TI</th> </tr> </thead> <tbody> <tr> <td>Enter Request</td> <td>WMAN</td> <td>11/30/2020</td> <td>06</td> </tr> <tr> <td>Approve Request</td> <td>WMAN</td> <td>12/11/2020</td> <td>06</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> </p> </div>	Template Name:	Dom Wire Template1	Wire Type:	Domestic wire	Account:	Checking - * 2345	Effective Date:	11/30/2020	Amount:	\$2.00	Currency:	USD	Entered by:	WMAN	Entry date/time:	11/30/2020 08:17:09 am (ET)	Bank ID Type:	ABA	Bank ID:	061000104	Bank Name:	SUNTRUST BANK	Bank Address 1:	ATLANTA	Bank Address 2:	GA	Recipient Account:	554789712	Recipient Name:	William Man	Recipient Address 1:	664 West Ave	Recipient Address 2:	Glen Allen VA	Additional Information for Recipient:	Test	Wire Initiator Name:	WILLIAM S MAN	Wire Initiator Address 1:	123 Easy Place	Wire Initiator Address 2:	GLEN ALLEN, VA 23059-3438	Action	User ID	Date	TI	Enter Request	WMAN	11/30/2020	06	Approve Request	WMAN	12/11/2020	06
Template Name:	Dom Wire Template1																																																						
Wire Type:	Domestic wire																																																						
Account:	Checking - * 2345																																																						
Effective Date:	11/30/2020																																																						
Amount:	\$2.00																																																						
Currency:	USD																																																						
Entered by:	WMAN																																																						
Entry date/time:	11/30/2020 08:17:09 am (ET)																																																						
Bank ID Type:	ABA																																																						
Bank ID:	061000104																																																						
Bank Name:	SUNTRUST BANK																																																						
Bank Address 1:	ATLANTA																																																						
Bank Address 2:	GA																																																						
Recipient Account:	554789712																																																						
Recipient Name:	William Man																																																						
Recipient Address 1:	664 West Ave																																																						
Recipient Address 2:	Glen Allen VA																																																						
Additional Information for Recipient:	Test																																																						
Wire Initiator Name:	WILLIAM S MAN																																																						
Wire Initiator Address 1:	123 Easy Place																																																						
Wire Initiator Address 2:	GLEN ALLEN, VA 23059-3438																																																						
Action	User ID	Date	TI																																																				
Enter Request	WMAN	11/30/2020	06																																																				
Approve Request	WMAN	12/11/2020	06																																																				

## SEARCHING COMPLETED WIRES

---

1.	Click <b>Money Movement &gt; Wire &gt; History</b>
2.	Select an <b>Output to</b> option: <ul style="list-style-type: none"><li>• Screen</li><li>• CSV file</li><li>• PDF</li></ul>
3.	Select <b>View</b> , then select one or more <b>Account</b> options.
4.	Select a <b>Date range</b> option: <ul style="list-style-type: none"><li>• Specific date</li><li>• From/To</li></ul>
5.	Select a <b>Status</b> option: <ul style="list-style-type: none"><li>• All</li><li>• TRANSMITTED</li><li>• PROCESSED</li><li>• CONFIRMED</li><li>• REJECTED</li><li>• IN PROCESS (the transaction is pending validation from the bank)</li></ul>
6.	Select a <b>Wire type</b> option: <ul style="list-style-type: none"><li>• Domestic wire</li><li>• Foreign currency international wire</li><li>• USD international wire</li><li>• Wires uploaded via file</li></ul>
7.	Click <b>Generate report</b> .

## Wire History Search Page Sample

### Wire

[View your wire limits](#)

Wire Money

Wire Via Template

Wire Via Multiple Templates

Manage Templates

Import / Upload Wires

File Status

History

### Search Completed Wires

Up to 18 months of data are available; a maximum of three months may be retrieved during a single search.

Output To  
Screen

View  
All accounts

Account  
All

#### Date Range

Specific Date

Date Range

From  
10/01/2020

To  
12/17/2020

Status  
All

#### Wire Type

Domestic Wire

Foreign Currency International Wire

USD International Wire

Wires Uploaded via File

Search