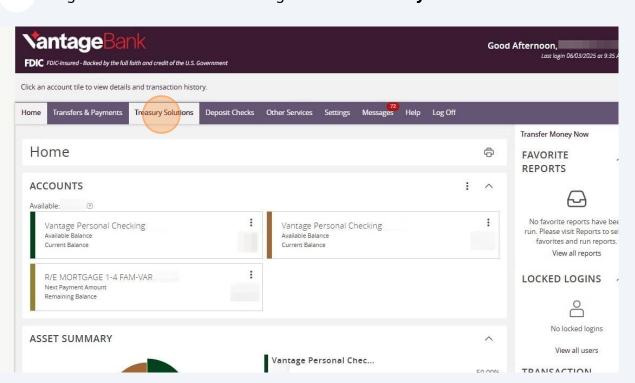
# **International USD Wire Transfer**



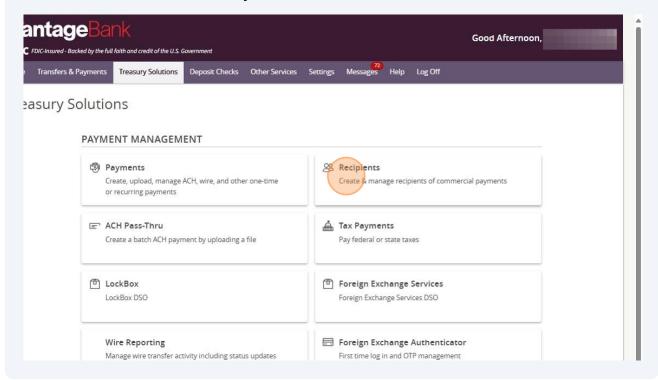
1 Log in to Business Online Banking and click "Treasury Solutions".



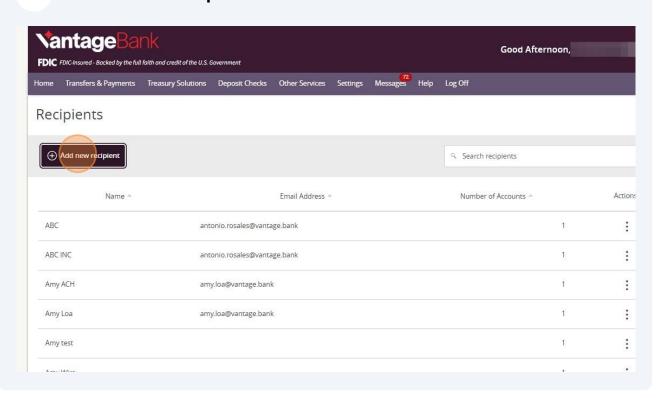
## 2 Click "Recipients".

#### Note:

The **"Recipients"** section stores beneficiary information. You must complete this information for the payment to be processed. Once a recipient is created, their details are saved in the system for immediate and future use.



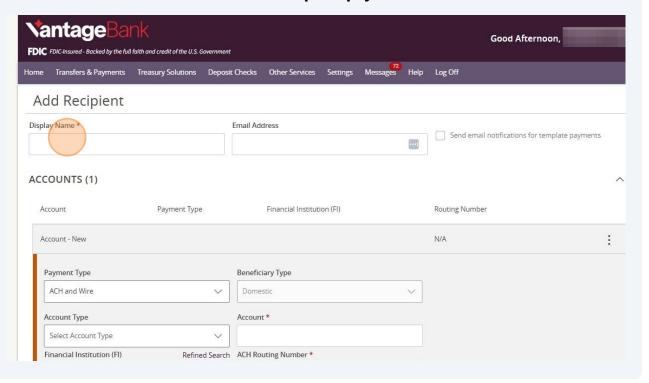
3 Click "Add new recipient".

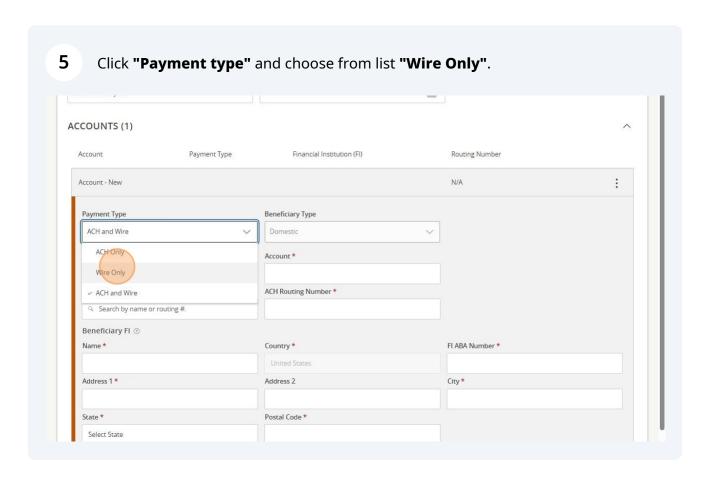


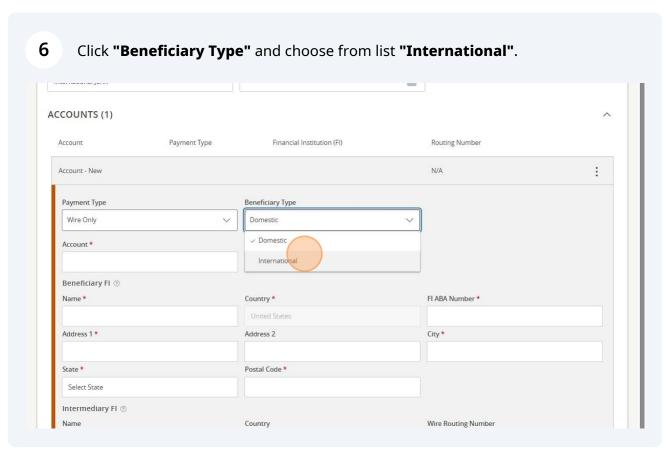
4 Enter a display name or nickname for the recipient in the "Display Name" field.

### Note:

To set up email notifications, enter your email address and check the box labeled "Send email notifications for template payments."







7 Under the **"Account"** field, enter the beneficiary's account number.

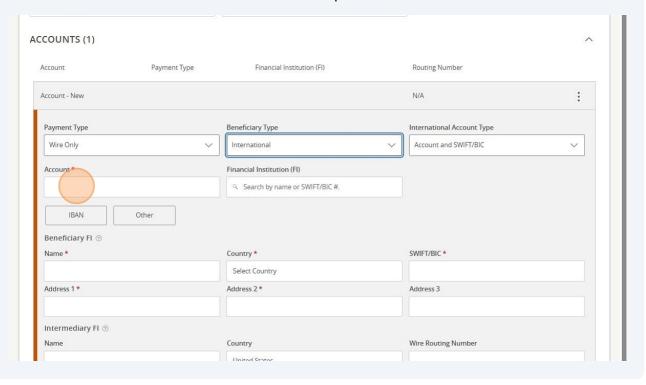
### Note:

If the payment is going to following country use the following:

Mexico, use the Clabe

**Europe**, use the IBAN.

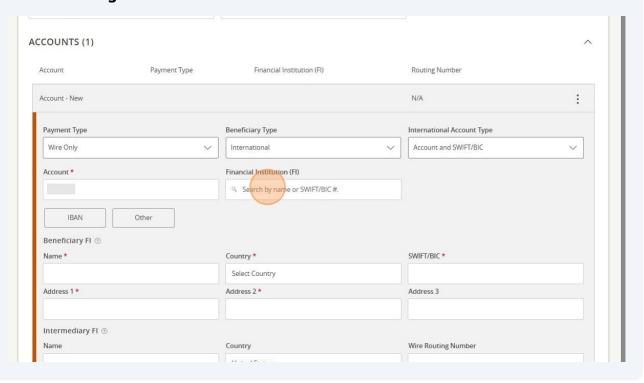
**Canada and Australia** - use the transit plus the account number.



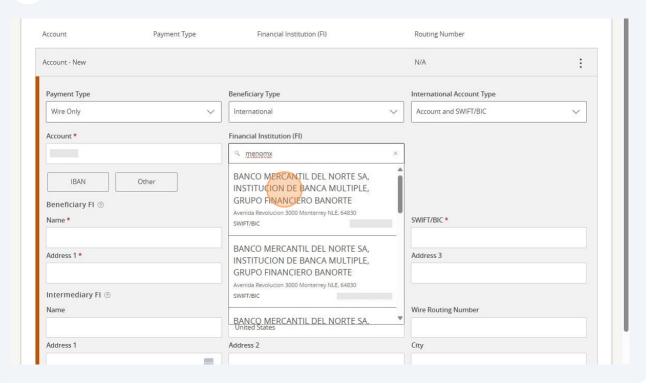
Under the **"Financial Institution (FI)"** field, input the SWIFT code of the beneficiary's bank.

### Note:

The "Financial Institution" section is optional and helps confirm bank details. You can either select a bank from the list or enter the information manually. Please always verify banking instructions with your client by phone before sending the wire.



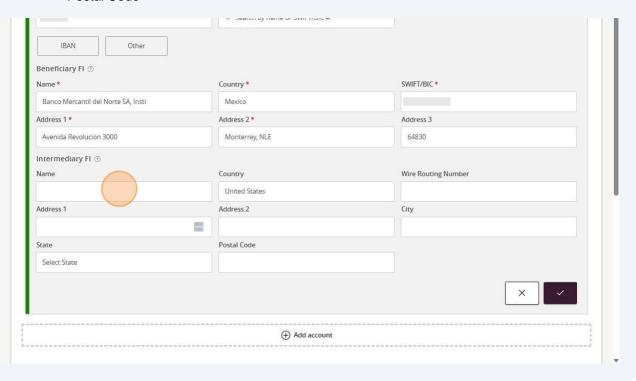
After entering the SWIFT code, you can select the beneficiary bank from the list.



Beneficiary bank information will automatically populate after selecting the beneficiary bank.

If applicable, under "**Intermediary FI"** enter intermediary financial institution information, including:

- Name
- Country
- ABA/Routing Number
- Address
- City
- State
- Postal Code



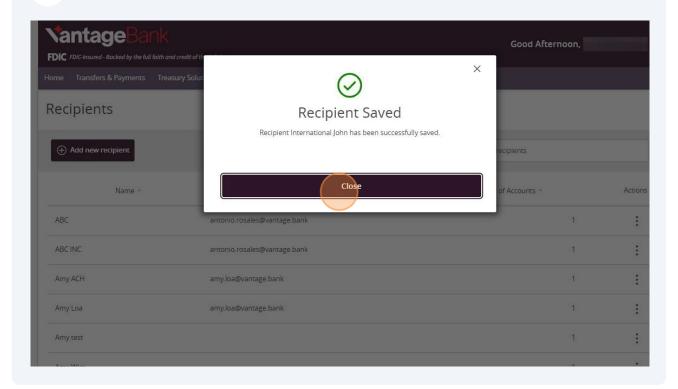
### 11 Click the **checkmark** to validate and continue. IBAN Other Beneficiary FI ② SWIFT/BIC \* Name \* Country \* Banco Mercantil del Norte SA, Insti Mexico Address 2\* Monterrey, NLE Avenida Revolucion 3000 64830 Intermediary FI 🗇 Country Wire Routing Number Name United States Address 2 Address 1 Postal Code State Select State

① Add account

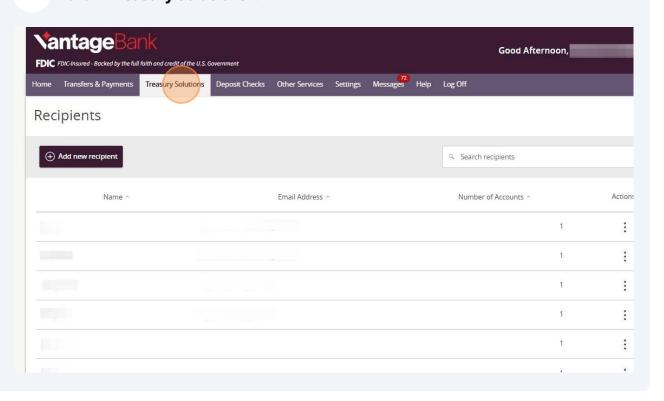
Wire Name				
<ul><li>Country</li></ul>				
• Address1				
• City				
• State				
• Zip Code				
Onco complete	ed click <b>"Save Recipient"</b>	•		
Office complete	ed click Save Recipient			
State State	Postal Code			
State Select State				
				×
				X
	Postal Code			X
Select State	Postal Code			X
Select State  RECIPIENT DETAILS	Postal Code		ACH ID ⊙	
Select State  RECIPIENT DETAILS	Postal Code     Add acco		ACH ID ⊙	
Select State  RECIPIENT DETAILS  Wire Name * ③	Postal Code     Add acco	unt	ACH ID ③	
	Postal Code	unt		

Save Recipient

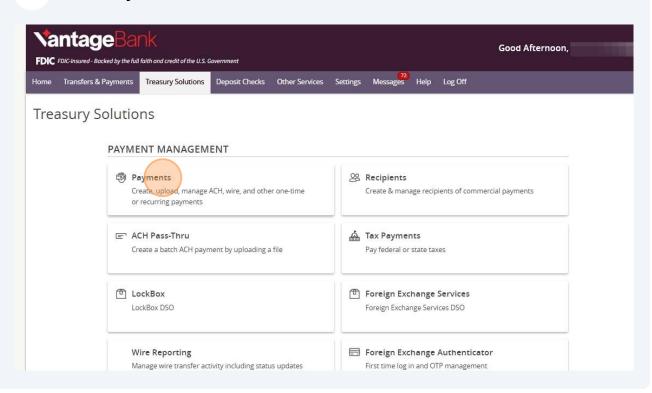
### 13 Click "Close".



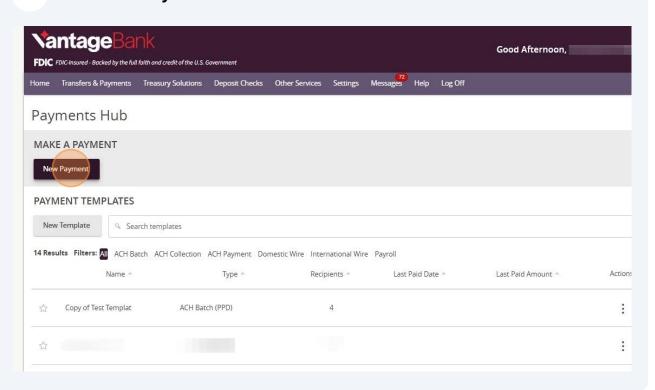
# 14 Click "Treasury Solutions".



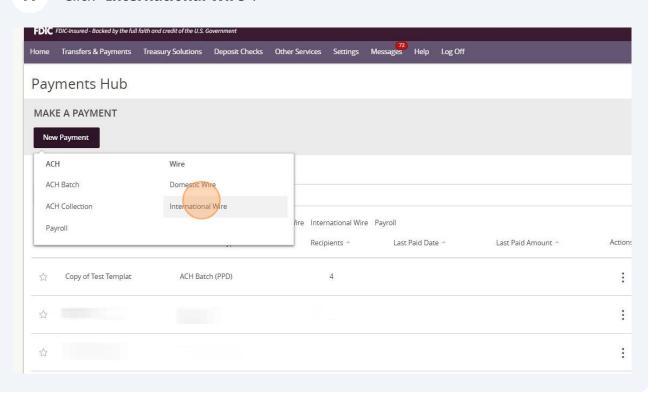
## 15 Click "Payments".



# 16 Click "New Payment".



## 17 Click "International Wire".

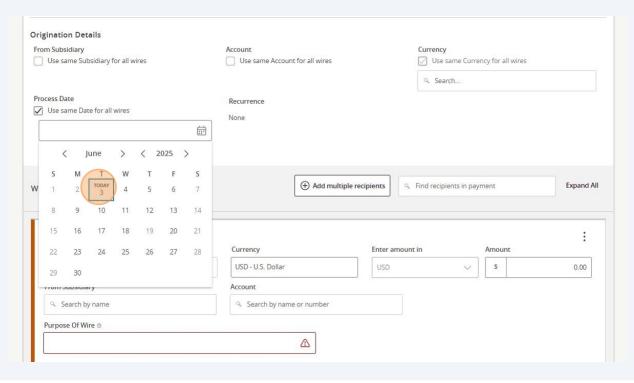


**18** Select desired effective date.

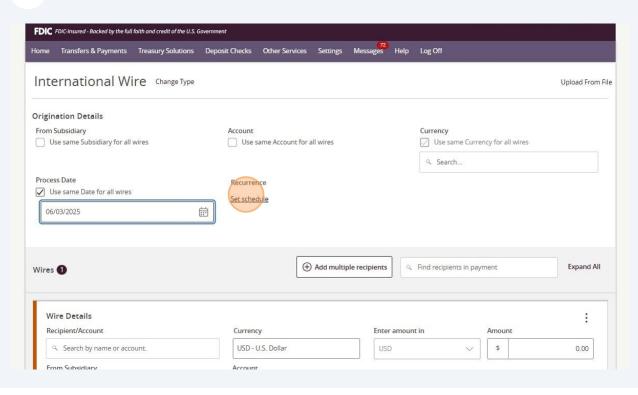
### Note:

The cut-off time is 4:00 PM CST.

If you are sending multiple wires at a time from the same account, you have the option under "Origination Details" to select "Use same Subsidiary for all wires" and "Use same Account for all wires".

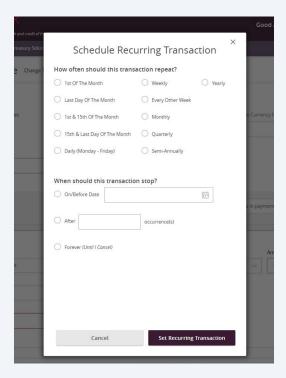


19 Click "Set Schedule" to configure recurring payment options.

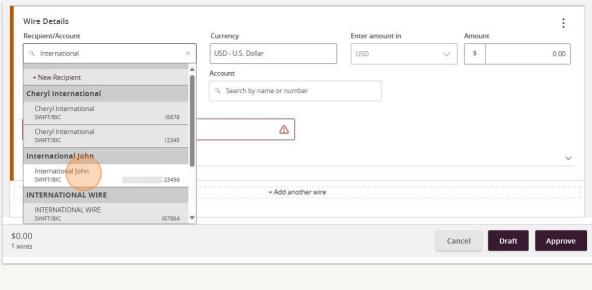


If the payment is recurring, **"Set Schedule"** will allow you to choose how often the transaction should be processed and, if needed, set an end date.

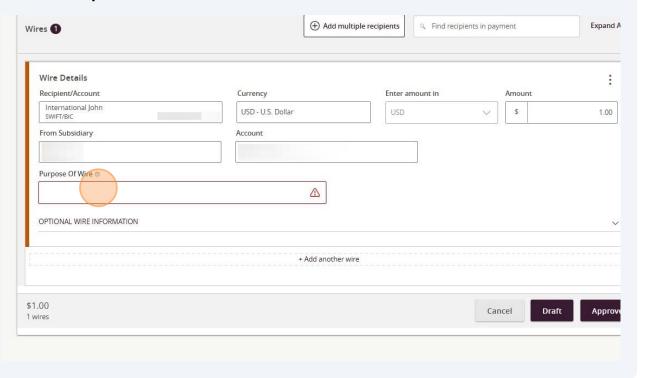
After configuring the schedule, click **"Cancel"** to discard changes or **"Set Recurring Transaction"** to confirm and continue.



Under the "Recipient/Account" field, you can either select "New Recipient" or search from your list of saved recipients.



- Continuing under "**Wire Details**", make sure to select or enter the following information:
  - Recipient/Account
  - Amount
  - Subsidiary
  - Account
  - Purpose of Wire

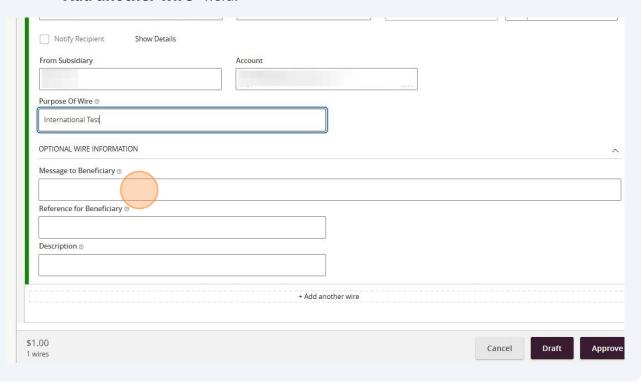


- Under "Optional Wire Information", you'll find additional fields available for use, if needed. These may include:
  - Message to Beneficiary
  - Reference to Beneficiary
  - Description

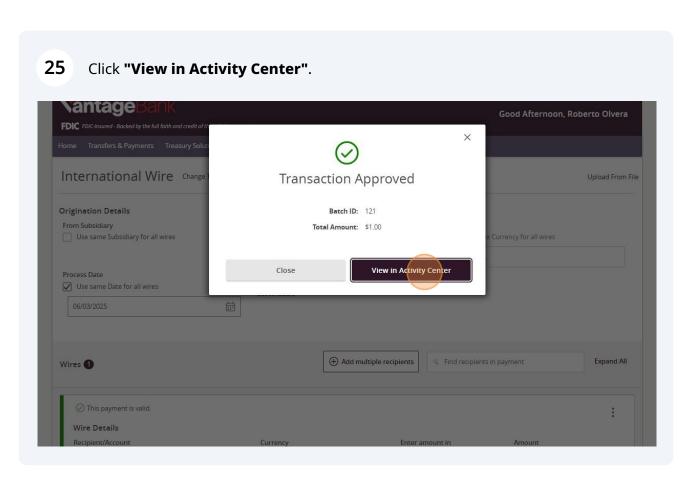
These fields can be used to provide extra details or context for the wire transfer.

### Note:

If you need to process multiple wire transfers simultaneously, you can select the "Add another wire" field.



Notify Recipient Show Detai	S		
From Subsidiary	Account		
Purpose Of Wire ®			
International Test			
Reference for Beneficiary ®			
Description ⊚			



From the "Activity Center," you can see the status of the transaction and print the details.

