Domestic Wire Payment

City Bank

1) In the navigation menu, select **Treasury Management** > **Payments**.

2) Select **New Payment**, then select the wire payment type Domestic Wire

3) Enter information in the following fields:
   a. Under **From Subsidiary**, select **Use same Subsidiary for all wires** and search for an account or choose one from the list.
   b. Under **Account**, select **Use same Account for all wires** and search for an account or choose one from the dropdown list.
   c. Under **Process Date**, check **Use same Date for all wires** and select a date.
   d. (Optional) Select **Set schedule** to set up a recurring schedule.
      i. After selecting a frequency, select a date on the **When should this transaction stop?** calendar, or select **Forever (Until I Cancel)**.
      ii. Select **Set Recurring Transaction**.
      iii. **Recurrence Schedule:** For 1st of the month, 15th of the month, or last day of month, if the **<u>first</u>** payment falls on a weekend or Federal Holiday, the schedule will be skipped if the START DATE (Effective Day) is **AFTER** the 1st, 15th, Last Day of the month.
   e. In the **Recipient/Account** search field, search for a recipient or account or select one from the list.
   f. (Optional) Select **New Recipient** to create and assign a new recipient.
      i. In the **Recipient Details** section, enter details. Display names can be up to 35 characters long. The name is required only when the recipient record contains a wire account and the system requires a name.
      ii. In the **Accounts** section, enter details for the Recipient, select **Save Recipient** or **Use Without Save** to complete the transaction without saving Recipient details.
   g. Enter an **Amount**.
   h. (Optional) Select **Optional Wire Information**, then do one or more of the following:
      i. Enter a **Message to Beneficiary**.
      ii. Enter **Purpose Of Wire**.
      iii. Enter **Reference for Beneficiary**.
      iv. Enter a **Description**.
   i. (Optional) To add more payments, select **Add another wire**, then repeat these steps for each additional payment.
   j. (Optional) In the wire recipient actions menu (⋮), select **Copy** to duplicate wire criteria.
   k. (Optional) Select **Delete** to delete a wire.

4) Select **Draft** (Wire Originator)

5) Wire Approver will need to be notified a payment needs to be approved
   a. Login to online banking
   b. Select Activity Center
   c. Select Drafted Payment > Approve
   d. Enter security token from Symantec VIP Access app
      i. A CITY BANK EMPLOYEE WILL NEVER ASK FOR THE SECURITY TOKEN