

Domestic Wire Transfers

Retail Online Banking Wire Transfer Limits

Limit	Time
\$2,000	Per Day
\$4,000	Per Month

*Standard Business Online Banking Wire Transfer Limits

Limit	Time
\$10,000	Per Day
\$50,000	Per Month

*Higher limits are available with a Cash Management Agreement, subject to approval. To speak with a Cash Management Solutions Advisor, please call 1-866-773-9394.

Sending a Wire:

1. In the Online Banking Menu, expand the Advanced Payment Tab and click on New Payment.
2. Click New Payment.
3. Select Domestic Wire.
4. Complete the following in Origination Details:
 - ▲ **From Subsidiary** – The company from which you want this wire to be sent from.
 - ▲ **Account**- The account you wish to be debited for the wire.
 - ▲ **Process Date**- The date the wire will be released and date your account will be debited.
 - ▲ **Recurrence**- Set Schedule and choose how often to repeat if you wish for the wire to be repetitive.
 - ▲ **Recipient/Account**- Choose from an existing recipient or choose New Recipient and follow the table below for instructions on how to set up a new Recipient.
 - ▲ **Amount**- Amount of the Wire.

Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

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Creating a New Recipient

Recipient Details	
Display Name	A name you will easily recognize as the recipient
Email Address	Enter the recipient's email address and check the box to "Send email notifications for payments" if you wish for the recipient to be notified via email when the wire is processed.
Account	The Recipient's Account number at their Financial Institution.
Financial Institution (FI)	Name or Routing Number of Financial Institution where the Recipient's account resides. Choose from the dropdown once the correct FI appears.
Beneficiary FI- Information should prefill once FI is defined.	
Name	Name of the FI where the Recipient's account resides.
FI ABA Number	The ABA, or Routing Number, of the Recipients FI.
Address	Physical Address of the FI
Intermediary FI- Only necessary if requested by the Beneficiary FI. If necessary, enter the information of the Intermediary FI as provided on the wire instructions.	

 Click on the Orange Checkmark to collapse the FI section and continue to Recipient Details.

Wire Transfers

Recipient Details Continued	
Recipient Name	Recipient's Name as recognized by the Beneficiary FI
Country, Address, City, State, and Zip	The Physical Address of the Recipient. PO Boxes are not permitted.

 Choose *Use Without Save* to continue without saving recipient details. Or choose *Save Recipient* to store this information for future use.

5. Click on *Optional Wire Information* to send a Message to the Beneficiary that will travel with the wire payment or a Description which is for your records only and will not travel with the wire.
6. Once you are finished, click *Draft* if you would like to wait or *Approve* if you are ready to authorize the wire for release.
7. To Approve you will be asked to authorize the transaction by entering a Secure Access Code delivered via voice call or text. *If you are a Token User you will need to enter the code from your Security Token.

Reference the Online Banking Terms and Conditions to review any additional requirements for use of this service. Terms and Conditions can be found on our website machiassavings.bank or by following this link [here](#).

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