Fund Transfer Setup

Note: The following information is to be completed by the client. Fund transfers include Internal Transfers, Bill Payment, Single Entry ACH, and Domestic Wires.

1. Name of company as used on client set up form.
2. The client defined description of this transfer
3. This is an optional field. Display groups are used to group transfers and are generally used for clients with multiple transfers set up that would like them grouped for easier navigation.
4. If the client will want this transfer reviewed every time it is initiated, this field should be used. Someone with either Supervisor or Administrator level will be allowed to review and approve the transfer.
5. Used for Internal or ACH fund transfers, enter the routing numbers for the from and to accounts.
6. Used for Internal or ACH fund transfers, enter the account types for the from and to accounts.
7. Used for Internal or ACH fund transfers, enter the account numbers for the from and to accounts.
8. This amount will default in when each time the transfer is accessed.
9. The amount increments field is optional and can be used if the client only wants the transfers in increments of a certain amount. For example, if the client only wants transfers to be in amounts of 40, 50, 150, 160, but not 45, 95, etc. You would enter $10 in this field.
10. Enter the minimum amount this transfer can be. This field may be left blank if a minimum is not required.
11. Enter the maximum amount this transfer can be. This field may be left blank if a maximum is not required.
12. Enter the frequency of this transfer. On demand means only when the customer goes in an initiates it. It will never expire and will never process automatically unless the customer has entered a date for the transaction to take place.
13. For all frequencies except on-demand, enter the number of times the transfer should take place. Once this number of transfers takes place, the transfer will stop and the transfer template will drop off. If the customer does not want an ending date, enter 999.
    ACH In
14. The name on the account the funds are coming from.
15. Addenda – optional field for additional information (rarely used)
    ACH Out
16. The name on the account the funds are transferring to.
17. Addenda - optional field for additional information (rarely used)

*Note: Outgoing ACH items will be sent at the end of each business day and will generally be received the following business day by the receiving bank.

Domestic Wire

18. The name of the financial institution the wire is going

19. The address of the financial institution the wire is going

20. The city, state and zip of the financial institution the wire is going

21. The routing number of the financial institution where the beneficiary's account is

22. The name of the financial institution where the beneficiary's account is

23. The address of the financial institution where the beneficiary's account is

24. The city, state, and zip code of the financial institution where the beneficiary's account is

25. The beneficiary's name

26. The beneficiary's home address

27. The beneficiary's city, state, and zip

Bill Payment

28. The name of the payee where you are sending the bill payment

29. The payee's address

30. The payee's city, state, and zip

31. The payee's phone number - *optional*

32. A contact name for the payee the payment is being made

33. The account number the client has with the payee. This is a <u>very important</u> field for proper crediting of the payment.