CharterBank

US Dollar International Wire

These are procedures on how to create a new international wire beneficiary and initiate a wire.

Adding Wire Beneficiaries

Step 1: Login to Business Hub

Step 2: In the top right corner click **Payments**

Step 3: Under *Wire* column click **Wire Beneficiary**

Step 4: Click **Create New Beneficiary**

Step 5: Change the wire type from Domestic to International

Step 6: Currency type must be USD

Step 7: Fill in left side with beneficiary information

> Note: All red asterisks (*) must be completed. PO Boxes are not acceptable for address must be physical location

Step 8: Fill in right side with beneficiary banks information

> Note: All red asterisks (*) must be completed. PO Boxes are not acceptable for address must be physical location

Step 9: At the bottom under Intermediary Bank Information click the **+** to Add a Domestic Intermediary Bank

> If wiring instructions do not include domestic bank information, enter the following in the Domestic Intermediary Bank
>
> > Click the Magnifying Glass to the right of the Bank ID
> >
> > Type 075912479 in the filter of the Bank Lookup
> >
> > Click Select next to Bankers Bank in Madison WI

Step 10: Click **Review** at the bottom

Step 11: Review all wire information for accuracy

Step 12: Once all information has been reviewed click **Confirm** at the bottom

Step 13: Wire Beneficiary has been created. Continue to Creating Wire Templates

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Creating Wire Template

Step 1: In the top right corner click **Payments**

Step 2: Under Wire column click **Wire Templates**

Step 3: Click Create **New Template**

Step 4: Change the wire type from Domestic to International

Step 5: Create a template name

Note: Beneficiary's name is a great choice for selecting this wire in the future

Step 6: Click the magnifying glass next to Debit Account

Step 7: Click **Select** for the account you wish to debit for this wire

Step 8: Click the magnifying glass next to Beneficiary

Step 9: Click **Select** next to the Beneficiary Name you want to add

Step 10: Enter the Purpose of Payment

Step 11: If you need to send more information to the Beneficiary, enter that in Additional Information

Step 12: Once all information has been entered, click **Review** at the bottom

Step 13: Review all information for accuracy

Step 14: Click **Confirm** at the bottom

Step 15: Wire Template has not been created and will stay in the system until you want to initiate a wire

Initiating a US Dollar International Wire

Step 1: In the top right corner click **Payments**

Step 2: Under Wire column click **Create USD Wire from Template**

Step 3: Check the box next to the wire you wish to initiate

Step 4: Click the dropdown arrow next to Actions and click **Initiate**

Step 5: In the Wire Amount field enter the amount you wish to send

Step 6: Update the purpose of the wire if necessary

Step 7: Click **Review** at the bottom

Step 8: Review all information for accuracy

Step 9: Click **Confirm**

Step 10: Enter verifying information if requested

> Note: Wire request will be sent to Deposit Operation. Information will be reviewed, and the person/s listed on the Wire Transfer Agreement will be contact to verify wire code and to release the payment.