Wire Quick Reference Guide

To Create a Wire:

1. Under **Payments, Create Wire Payments** menu, select the appropriate wire option. The most commonly used options are From Template or US Wire. US Wire is a US Dollar domestic or international wire.
2. Access an existing Wire Template or create the **Wire Template**. To create the template, click **Create Wire Templates, US Wire**. All information with an asterisk (*) is required. This includes:
   a. **Payment Option (Domestic or International)**
   b. **Template Name** (Name the specific wire template)
   c. **Debit Account** (Account that funds will be taken from)
   d. **Value Date**
   e. **Frequency**
3. **Add Recipients**. Click **Select Recipients, Create New,** or **Import File.** If not an existing recipient stored in Commercial Online Banking, the below information will be required to create a new Recipient.

   Recipient Name: Name of the recipient.

   Recipient ID: Special ID that can identify company or individual in Commercial Online Banking.

   Account Type: Select whether the recipients account is a checking, savings or loan.

   Account Number: Recipients account number.

   Bank: Enter the routing number, or complete a search for this information.

   Options: The options to **Save to Master Recipient List, Add Contact Information,** or **Add Secondary Account Information** will appear.
4. **Additional information** may be entered, but is not required. This includes:
   a. **Template Activation**
   b. **Template Limit**
   c. **Routing Instructions:** Usually not necessary for a US domestic wire. **For International Wire Only: Add Intermediary bank is Required.** An Intermediary Bank is the additional bank needed in the routing of the wire to its final destination. **If you do not know the Intermediary Bank, search for CENTRAL BANK AND TRUST COMPANY, LEXINGTON, KY, BANK ID: 042100146 or Central Bank* and Select**
   d. **Reference Info**
   e. **Details of Payment**
5. Once all information has been entered, select **Continue.**
6. Preview the information, and select **Submit Template.**
7. Click **Template Center to select the wire template and originate the wire payment.**
8. Place a checkmark next to the appropriate template, and select **Create Payment.**
9. Enter the **Dollar Amount,** and **Value Date,** then click **Continue.**
10. Click the optional **Workflow, Approve on Submit** to approve and release the wire without further review, if an additional approver is not required.
11. Select **Submit Payment.**

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12. Click on **Payment Center**.
13. Place a checkmark next to the transaction, and select **Approve.**
14. Enter the security information from your mobile or physical token, and select **Approve**.
15. If an additional approver is required, the approver will need to access the wire, approve and submit.

To Edit a Wire:

1. Under the **Payments** menu, select **Template Center**.
2. Click on the **Wire Template** you would like to edit.
3. Make the appropriate modifications and click **Continue.**
4. Preview the information, and select **Submit Template**.

NOTE: Wire Cut-off is 4:00 PM ET.

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