Domestic Wire Transfer Quick Reference Guide

NOTE: Every wire transfer must be "Released" in order for Mid Penn Bank to send the wire on the customer's chosen payment date.

Domestic Wire Transfer: Creating a Free-Form Wire

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select **Single-Free Form Wire**.
3. Within the Account Information section, complete all of the fields.
4. Within the Beneficiary/Payee Information section, complete the fields marked by an asterisk. Beneficiary ID is account number.
5. Within the Beneficiary Bank Information section complete all applicable fields. *Select Bank Lookup if the Domestic Bank ID or Address is unknown.*
    a. Beneficiary Bank ID type select FED ABA
6. Complete the Additional Bank Information section if your wire instructions reference a secondary financial institution.
7. Within the Additional Reference Information section, complete **required** fields:
    a. Purpose of Payment;
    b. Additional Information for Beneficiary.
8. Select with a checkmark Save As A Repetitive Template to save as a reusable template **(*Note-only the date can be changed on future wires). This is not the preferred method for future wire transfers**. **See Step 9 for preferred method.**
9. Select with a checkmark Save As Payee to save payee information for future transfers **(*Note- all fields can be changed on future wires)**. **This is the preferred method to save payee information for future transfers**. Please note Payee ID is the account number.
    a. To create a wire template where you can edit all of the fields, reference the next section **Manage Templates**.
10. Choose whether or not to update notifications.
11. Click **Request Transfer**.
12. Select **Edit** if corrections are needed.
13. Click **Confirm** if the wire transfer is correct.
14. You will then need to re-authenticate your User ID.
    a. Passcode Authentication—at the Please Reverify popup window:
        i. Enter your PIN (aka Password), click **Generate**.
        ii. Enter the numeric code that had been delivered.
        iii. Click **Submit**.
    b. Soft Token Authentication
        i. Open your mobile or desktop soft token.
        ii. Enter your PIN (aka Password), click the right-hand arrow.
        iii. Enter the numeric code that is displayed.
        iv. Click **Submit**.
15. Click **Return. If your company does not have dual control, you will need to release the wire.**
16. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
17. Select with a checkmark the wire transfer(s) to Release.
18. Review the wire transfer(s).
19. Click **Release** or **Approve and Release if you are the approver.**
20. Click **Yes** to Release Payment.
21. The Status will update to Released.

Domestic Wire Transfer: Manage Templates
Note- Repetitive Template, you can only change the Payment Date; Semi- Repetitive template all fields can be updated. Repetitive Templates cannot be modified to a Semi-Repetitive and vice versa.
1. From main menu, select Payments & Transfers, then select Wire Transfer.
2. Choose Manage Templates from the right-hand submenu.
3. Type the wire template name to locate existing template.
4. Click Edit.
5. Update the necessary fields.
6. Click Save Template. **Please note by clicking Save you are NOT submitting the wire.**

Domestic Wire Transfer: Creating a Transfer from a Template

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Type the wire template name to locate existing template.
3. Select template.
4. Update the applicable fields (Repetitive Template, you can only change the Payment Date; Semi-Repetitive template all fields can be updated).
5. Choose whether or not to update notifications.
6. Determine if this template should recur. If so, select and choose the correct frequency(-ies).
7. Click **Request Transfer**.
8. Select **Edit** if corrections are needed.
9. Click **Confirm** if the wire transfer is correct.
10. You will then need to re-authenticate your User ID.
    b. Passcode Authentication—at the Please Reverify popup window:
        i. Enter your PIN (aka Password), click **Generate**.
        ii. Enter the numeric code that had been delivered.
        iii. Click **Submit**.
    b. Soft Token Authentication
        i. Open your mobile or desktop soft token.
        ii. Enter your PIN (aka Password), click the right-hand arrow.
        iii. Enter the numeric code that is displayed.
        iv. Click **Submit**.
11. Click **Return. If you do not have secondary online approval set up, you will need to release the wire.**
12. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
13. Select with a checkmark the wire transfer(s) to Release.
14. Review the wire transfer(s).
15. Click **Release** or **Approve and Release if you are the approver.**
16. Click **Yes** to Release Payment. Once you release the wire no modifications can be made.
17. The Status will update to Released.

Domestic Wire Transfer: Creating a Transfer from Existing Payee

1. From main menu, select Payments & Transfers.
2. Type the wire template name to locate existing template.
3. Click Continue.
4. Within the Account Information section, complete the fields marked by an asterisk.

5. Complete the Additional Bank Information section if your wire instructions reference a secondary financial institution.
6. Within the Additional Reference Information section, complete **required** fields:
    a. Purpose of Payment;
    b. Additional Information for Beneficiary.
7. Select with a checkmark Save As A Repetitive Template to save as a reusable template.
    a. Input name of template in field.
8. Select with a checkmark Save As Payee to save beneficiary. Please note Payee ID is the account number.
9. Choose whether or not to update notifications.
10. Click **Request Transfer**.
11. Select **Edit** if corrections are needed.
12. Click **Confirm** if the wire transfer is correct.
13. You will then need to re-authenticate your User ID.
    c. Passcode Authentication—at the Please Reverify popup window:
        i. Enter your PIN (aka Password), click **Generate**.
        ii. Enter the numeric code that had been delivered.
        iii. Click **Submit**.
    b. Soft Token Authentication
        i. Open your mobile or desktop soft token.
        ii. Enter your PIN (aka Password), click the right-hand arrow.
        iii. Enter the numeric code that is displayed.
        iv. Click **Submit**.
14. Click **Return. If you do not have secondary online approval set up, you will need to release the wire.**
15. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
16. Select with a checkmark the wire transfer(s) to Release.
17. Review the wire transfer(s).
18. Click **Release** or **Approve and Release if you are the approver.**
19. Click **Yes** to Release Payment.
20. The Status will update to Released.

For any questions using the Wire module, please contact Cash Management Operations at 888-999-2644 or email cashmanagementopscenter@midpennbank.com