

## Wires – Commercial Banking Only

Bank of Burlington provides a robust online banking platform for managing domestic and international wire transfers (USD) in a secure and controlled environment. The platform’s user access levels, managed by an administrator, ensure appropriate controls while allowing users to initiate transfers efficiently. As an additional safeguard, Dual Control for Wire Origination is available but not mandatory.

### Wire cutoff times (Eastern)

Domestic – US	4:00 PM
International (USD)	2:00 PM
Incoming Wire Transfer	4:30 PM

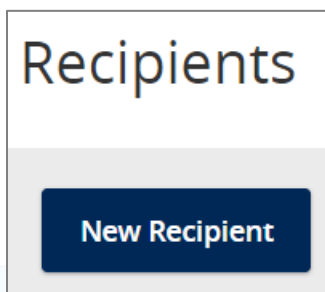
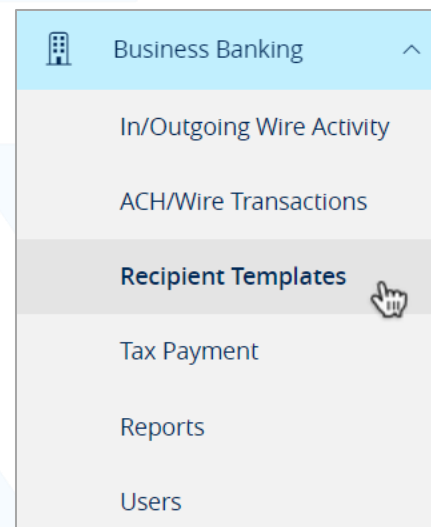
### Wire transfer service charge

Incoming Wire	\$10.00
Domestic (US)	\$15.00
International (USD)	\$15.00

## Creating a Recipient Template

To send an outgoing domestic or international wire, you’ll first need to create a recipient template. After adding one, you’ll be able to use it for future wires.

Sign into your business’ online banking and from the left navigation menu, select “Business Banking” and then “Recipient Templates” from the submenu.



A list of your existing recipients will appear. You can click the ellipses to modify a recipient or view your payment history with them. At the top of the list, click “New Recipient.”

## Bank of Burlington – Domestic & International Wires Overview

At the top of the screen, enter the full name of the individual or business you are sending funds to.

You can optionally enter an email address and check the box to send a notification about the wire to the receiving party.

### Add Recipient

Display Name \*

Email Address

Send email notifications for template payments

Account	Payment Type
Account - New	ACH and Wire

Payment Type
Wire Only
ACH Only
<b>Wire Only</b>
ACH and Wire
Wage Garnishment (ACH)

Beneficiary Type
Domestic
<b>Domestic</b>
International

In the next section, change the “Payment Type” to “Wire Only” and the “Beneficiary Type” to either “Domestic” or “International.”

The steps will vary slightly depending on if you intend to send a domestic vs international wire. For this example, we will choose “Domestic.”

## Bank of Burlington – Domestic & International Wires Overview

Next, enter the account number for the account that will be receiving the wire.

Below that, enter the name or routing number of the FI (financial institution) associated with the account. Suggestions will appear as you type.

Note that some FIs will be listed multiple times depending on their physical location.

The next section requesting the name and physical address of the beneficiary FI will be automatically filled out if you pick from the list of FIs seen in the previous screenshot.

If the beneficiary FI uses an intermediary FI to facilitate settlement of funds, enter their name, routing number, and physical address in the next section.

Account \*

Financial Institution (FI) Refined Search

Test

FRB TEST BANK B  
33 Liberty St New York NY, 10045  
Wire ABA Number 021052367

**Note:** After filling out the payment, beneficiary FI, and intermediary FI information, you must click the blue check shown on the right to continue.



Recipient Details

Wire Name \* ⓘ

ACH Name ⓘ

ACH ID ⓘ

Country  
United States

Finally, enter the details of the recipient of the wire. Note that because we selected “Wire Only”, some of the fields are optional and should be left blank.

Note that the “Wire Name” field should contain the recipient’s name as recognized by the beneficiary financial institution.

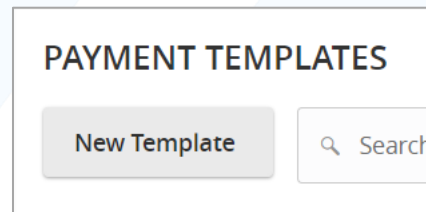
Click “Save Recipient” once finished.

## Creating a Payment Template

From the left navigation bar, head back to “Business Banking” and select “ACH/Wire Transactions.”



Any existing templates will be listed. Select “New Template” above the list, then click either “Domestic Wire” or “International Wire.”



### Template Properties

#### Template Name

Example Name

#### Template Access Rights

2 of 2 user roles selected

Give your new template a name, this name is only used internally for online banking and is not sent out with any wires.

You can also select which roles in online banking will have access to this template, if you need to restrict access.

If your business has multiple subsidiaries, select which one you need the wire to originate from.

Check the box and select an account if all wires using this template will use funds from the same account.

### Origination Details

#### From Subsidiary

Use same Subsidiary for all wires

Bank of Burlington Demo  
\*\*\*\*\*9999

#### Account

Use same Account for all wires

## Bank of Burlington – Domestic & International Wires Overview

### Wire Details

**Recipient/Account**

**Amount**

\$	0.00
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**Account**

Next, in the “Recipient/Account” field, select the recipient template that we created in the previous step. Then, enter the amount for the wire.

If you didn’t select to use the same account for all wires, pick which account the funds should pull from.

You can expand the section shown on the right for some optional fields. The “Message to Beneficiary” is sent along with the wire to the recipient, an invoice number for example.

Optionally, a section for a description of the wire can be set here too. This description is only used internally for online banking and is not sent.

Finally, click “Save” in the bottom right.

### OPTIONAL WIRE INFORMATION

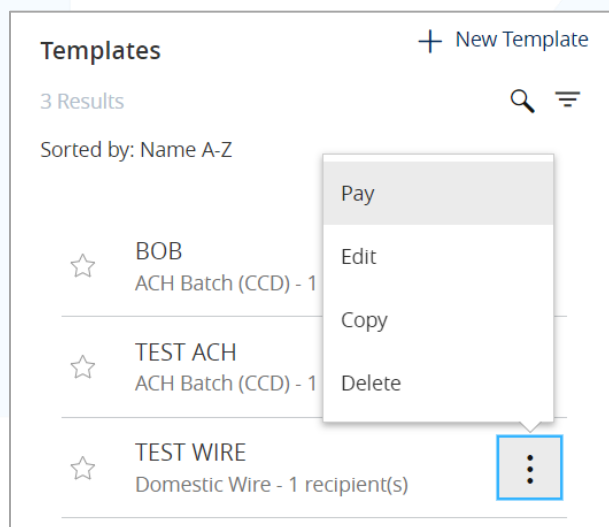
**Message to Beneficiary: Character limit is 130 and no special characters.** ⓘ

**Description** ⓘ

+ Add another wire

## Sending a Wire

The last step is to use the templates we just created to send a wire. It's recommended that you create templates for recipients so next time you need to send funds, you can just follow these steps.



Head back to “ACH/Wire Transactions” under “Business Banking” one last time.

In the list of templates, you'll see the one you just created in the previous step.

Click the ellipses next to the template you want to use and click “Pay.”

You can also make changes, duplicate, or delete the template here.

Enter the process date for the wire while making sure to be aware of the wire cutoff times outlined both in mobile banking and at the top of this document.

If you're sending multiple wires, you can choose a date for each one individually.

The final section provides a summary of the wire details. You can modify the amount and message sent with the wire if needed.

If dual control is setup for your online banking, continue to the next step. If not, click “Approve” and the wire will be sent to us for processing.

## Bank of Burlington – Domestic & International Wires Overview

With dual control, you'll need to click "Draft" instead of "Approve" and have a second online bank user sign in and approve the wire you've just drafted.

On the home screen, the second person should click "Online Activity" on the right-side navigation menu.

- Transfer Money Now >
- Make a Loan Payment >
- Online Activity >
- View Electronic Statements >

4/6/2023 10:04 AM	Processed	1 of 1	International Wire Tracking ID: [REDACTED]	Commercial Interest [REDACTED]	\$10.00	<input type="checkbox"/>	⋮
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Click the ellipses on the right side of the row containing the wire that was drafted and click to approve. The status will change from "Drafted" to "Approved" and be sent to us for processing.