

**Foreign 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.***

**Foreign USD 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.
	1. Select US Dollar (USD) for International USD wire transfers.
4. Within the Beneficiary/Payee Information section, complete the fields marked by an asterisk.
	1. Beneficiary ID is account number.
5. Within the Beneficiary Bank Information section, complete all applicable fields.
	1. Beneficiary Bank ID type is SWIFT BIC.
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:
	1. Purpose of Payment;
	2. Additional Information for Beneficiary.
8. Select with a checkmark Save As A Repetitive Template to save as a reusable template (only the date can be changed).
	1. To manage your wire templates, please reference the **Manage Templates** section.
9. Select with a checkmark Save As Payee to save payee information for future transfers. **This is the preferred method to save payee information.**
10. Choose whether or not to update notifications.
11. Click **Request Transfer**.
12. Click **Confirm** ifthe wire transfer is correct. Select **Edit** if corrections are needed.
13. Click **Return. If your company does not have dual control, you will need to release the wire.**
14. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
15. Select with a checkmark the wire transfer(s) to Release.
16. Review the wire transfer(s).
17. Click **Release** or **Approve and Release if you are the approver.**
18. Click **Yes** to Release Payment.
19. The Status will update to Released.

**Foreign Wire Transfer in Foreign Currency: 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.
	1. Select applicable currency type for International wires in a foreign currency.
	2. Determine amount.
		1. Select Payment Amount to send FX Amount to beneficiary.
		2. Select Debit Amount to withdraw FX Amount from Debit Account.
4. Within the Beneficiary/Payee Information section, complete the fields marked by an asterisk.
	1. Beneficiary ID is account number.
5. Within the Beneficiary Bank Information section, complete all applicable fields.
	1. Beneficiary Bank ID type is SWIFT BIC.
6. Complete the Additional Bank Information section if your wire instructions reference a secondary financial institution.
7. Within the Additional Reference Information section, complete optional fields:
	1. Purpose of Payment;
	2. Additional Information for Beneficiary.
8. Select with a checkmark Save As A Repetitive Template to save as a reusable template (only the date can be changed).
	1. To manage your wire templates, please reference the next section **Manage Templates**.
9. Select with a checkmark Save As Payee to save payee information for future transfers. **This is the preferred method to save payee information.**
10. Choose whether or not to update notifications.
11. Click **Foreign Exchange Rate Lookup.**
12. **Review the Foreign Exchange Info.**
13. **Select Submit** or **Reset.**
14. Confirm FX Rate info.
15. Select **Confirm** or **Cancel.**
16. Click **Request Transfer**.
17. Click **Confirm** ifthe wire transfer is correct. Select **Edit** if corrections are needed.
18. Click **Return. If your company does not have dual control, you will need to release the wire.**
19. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
20. Select with a checkmark the wire transfer(s) to Release.
21. Review the wire transfer(s).
22. Click **Release** or **Approve and Release if you are the approver.**
23. Click **Yes** to Release Payment.
24. The Status will update to Released.

**Foreign 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 Sem-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. Locate existing template.
4. Click Edit.
5. Update the necessary fields.
6. Click Save Template.

**Foreign USD Wire Transfer: Creating a Transfer from a Template**

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select template by starting to type name into field.
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. Within the Account Information section, complete all of the fields.
	1. Select US Dollar (USD) for International USD wire transfers.
6. Choose whether or not to update notifications.
7. Determine if this wire should recur on a scheduled basis. If so, select and choose the correct frequency(-ies).
8. Click **Request Transfer**.
9. Click **Confirm** ifthe wire transfer is correct. Select **Edit** if corrections are needed.
10. Click **Return. If you do not have secondary online approval set up, you will need to release the wire.**
11. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
12. Select with a checkmark the wire transfer(s) to Release.
13. Review the wire transfer(s).
14. Click **Release** or **Approve and Release if you are the approver.**
15. Click **Yes** to Release Payment. Once you release the wire no modifications can be made.
16. The Status will update to Released.

**Foreign FX Wire Transfer: Creating a Transfer from a Template**

1. From main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select template by starting to type name into field.
3. Select template.
4. Within the Account Information section, complete all of the fields.
	1. Select applicable currency type for International FX wire transfers.
	2. Determine amount.
		1. Select Payment Amount to send FX Amount to beneficiary.
		2. Select Debit Amount to withdraw FX Amount from Debit Account.
5. Within the Additional Reference Information section, complete optional fields:
	1. Purpose of Payment;
	2. Additional Information for Beneficiary.
6. Select with a checkmark Save As A Repetitive Template to save as a reusable template (only the date can be changed).
	1. To manage your wire templates, please reference the next section **Manage Templates**.
7. Select with a checkmark Save As Payee to save payee information for future transfers. **This is the preferred method to save payee information.**
8. Choose whether or not to update notifications.
9. Click **Foreign Exchange Rate Lookup.**
10. **Review the Foreign Exchange Info.**
11. **Select Submit** or **Reset.**
12. Confirm FX Rate info.
13. Select **Confirm** or **Cancel.**
14. Click **Request Transfer**.
15. Click **Confirm** ifthe wire transfer is correct. Select **Edit** if corrections are needed.
16. Click **Return. If your company does not have dual control, you will need to release the wire.**
17. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
18. Select with a checkmark the wire transfer(s) to Release.
19. Review the wire transfer(s).
20. Click **Release** or **Approve and Release if you are the approver.**
21. Click **Yes** to Release Payment.
22. The Status will update to Released.

**Foreign USD Wire Transfer: Creating a Transfer from Existing Payee**

1. From main menu, select Payments & Transfers.
2. Select template by starting to type name into field.
3. Click Continue.
4. Within the Account Information section, complete all of the fields.
	1. Select US Dollar (USD) for International USD wire transfers.
5. Within the Additional Reference Information section, complete optional fields:
	1. Purpose of Payment;
	2. Additional Information for Beneficiary.
6. Choose whether or not to update notifications.
7. Click **Request Transfer**.
8. Click **Confirm** ifthe wire transfer is correct. Select **Edit** if corrections are needed.
9. Click **Return. If you do not have secondary online approval set up, you will need to release the wire.**
10. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
11. Select with a checkmark the wire transfer(s) to Release.
12. Review the wire transfer(s).
13. Click **Release** or **Approve and Release if you are the approver.**
14. Click **Yes** to Release Payment.
15. The Status will update to Released.

**Foreign FX Wire Transfer: Creating a Transfer from Existing Payee**

1. From main menu, select Payments & Transfers.
2. Select template by starting to type name into field.
3. Click Continue.
4. Within the Account Information section, complete all of the fields.
	1. Select applicable currency type for International FX wire transfers.
	2. Determine amount.
		1. Select Payment Amount to send FX Amount to beneficiary.
		2. Select Debit Amount to withdraw FX Amount from Debit Account.
5. Within the Additional Reference Information section, complete optional fields:
	1. Purpose of Payment;
	2. Additional Information for Beneficiary.
6. Choose whether or not to update notifications.
7. Click **Foreign Exchange Rate Lookup.**
8. **Review the Foreign Exchange Info.**
9. **Select Submit** or **Reset.**
10. Confirm FX Rate info.
11. Select **Confirm** or **Cancel.**
12. Click **Request Transfer**.
13. Click **Confirm** ifthe wire transfer is correct. Select **Edit** if corrections are needed.
14. Click **Return. If your company does not have dual control, 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 717-920-8349 or email*** ***cashmanagementopscenter@midpennbank.com***