



United States Dollar (USD) Wire Transfer Quick Reference Guide

***NOTE:** Every wire transfer must be “Released” for Mid Penn Bank to send the wire on the customer’s chosen payment date.

Domestic Wire in USD: Creating a Free-Form Wire

1. From the main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select **Single-Free Form Wire**.
3. Within the **Account Information** section, complete all required fields.
***NOTE:** The Sender Name will prefill as the name associated with your Company ID. Wire transfers initiated from accounts titled differently must be manually updated with the correct information.
4. Within the **Beneficiary/Payee Information** section, complete all required fields marked by an asterisk.
 - a. The Beneficiary ID is the account number.
5. Within the **Beneficiary Bank Information** section, complete all applicable fields.
 - a. Select **Bank Lookup** if the Domestic Bank ID or Address is unknown.
 - b. Enter the **Name**.
 - c. Mark the **Beneficiary Bank ID Type** as FED ABA.
 - d. Enter the **Address**
***NOTE:** Address is required for both the sender and the receiver.
 - e. Do not select **International Bank**
 - f. Select the **Beneficiary Bank Country** as United States.
 - g. Leave **International Routing Number** blank.
6. Complete the **Additional Bank Information** section if the wire instructions reference a secondary financial institution.
7. Within the **Additional Reference Information** section, complete fields:
 - a. Purpose of Payment (minimum 10 characters, required).
 - b. If the wire instructions include Additional Information for the Beneficiary, enter it in the field (optional, as wire instructions dictate).
8. Select the checkbox **Save as a Repetitive Template** to save the wire as a reusable template (only the date can be changed on future wires).
***NOTE:** This is not the preferred method for future wire transfers. See Step 9 for the preferred method.
 - a. To manage wire templates, refer to the Manage Templates section below.
9. Select the checkbox **Save as Payee** to save payee information for future transfers. ***NOTE:** Amount, Currency, Purpose, and additional information fields can be changed on future wires. Beneficiary information, including name and account number, cannot be changed using this method. This is the preferred method for saving payee information for future transfers.
 - a. Payee ID is a nickname for Payee.
 - b. To create a wire template where all the fields can be edited, refer to the Manage Templates section below.



10. Choose whether to update notifications.
 - ***NOTE**: Mid Penn Bank highly recommends enabling all notifications to receive updates on the status of the transaction. It is also important to confirm that no unintended changes have been made to your notification settings.
11. Click **Request Transfer**.
 - a. If saving as a Repetitive Template, enter a template name before proceeding.
 - b. If saving as a Payee, enter the Display Name, Payee ID, Payee Type, and Payee Account Type.
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. Soft Token Authentication:
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), then click the **right-hand arrow**.
 - iii. Enter the numeric code displayed.
 - iv. Click **Submit**.
 - b. Passcode Authentication:
 - i. At the *Please Reverify* pop-up window, enter your PIN (aka Password), then click **Generate**.
 - ii. Enter the numeric code that is delivered.
 - iii. Click **Submit**.
15. Click **Return**.
 - a. If your company uses dual control, refer to the "ACH, Wires Transfers Approval Quick Reference Guide."
 - b. If your company does not use dual control, you will need to release the wire.
16. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
17. Select the checkbox next to the wire transfer(s) to Release.
18. Review the wire transfer(s).
19. Click **Release** or, if you are the approver, click **Approve and Release**.
20. Click **Yes** to Release Payment. Once the wire is released, no modifications can be made.
21. When the wire release is successful, the Status will update to Delivered.

International Wire Transfer in USD: Creating a Free-Form Wire

1. From the main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Select **Single-Free Form Wire**.
3. Within the **Account Information** section, complete all required fields.
 - a. In the **Payment Currency** field, select US Dollar (USD).
 - ***NOTE**: The Sender Name will prefill as the name associated with your Company ID.Wire transfers initiated from accounts titled differently must be manually updated with the correct information.
4. Within the **Beneficiary/Payee Information** section, complete all required fields marked by an asterisk.
 - a. The Beneficiary ID is the account number.
5. Within the **Beneficiary Bank Information** section, complete all applicable fields.
 - a. Select **Bank Lookup** if the Bank ID or Address is unknown.
 - b. Enter the **Name**.



- c. Mark the **Beneficiary Bank ID Type** as SWIFT BIC.
- d. Enter the **Address**
***NOTE:** Address is required for both the sender and the receiver.
- e. Check **International Bank**
- f. Fill in the **Beneficiary Bank Country**.
- g. Fill in the **International Routing Number**.
6. Complete the **Additional Bank Information** section if the wire instructions reference a secondary financial institution
7. Within the **Additional Reference Information** section, complete fields:
 - a. Purpose of Payment (minimum 10 characters, required).
 - b. If the wire instructions include Additional Information for the Beneficiary, enter it in the field (optional, as wire instructions dictate).
8. Select the checkbox **Save as a Repetitive Template** to save the wire as a reusable template (only the date can be changed on future wires).
***NOTE:** This is not the preferred method for future wire transfers. See Step 9 for the preferred method.
 - a. To manage wire templates, refer to the Manage Templates section below.
9. Select the checkbox **Save as Payee** to save payee information for future transfers.
***NOTE:** Amount, Currency, Purpose, and additional information fields can be changed on future wires. Beneficiary information, including name and account information, cannot be changed using this method. This is the preferred method for saving payee information for future transfers.
 - a. Payee ID is a nickname for the Payee.
 - b. To create a wire template where all fields can be edited, refer to the Manage Templates below.
10. Choose whether to update notifications.
***NOTE:** Mid Penn Bank highly recommends enabling all notifications to receive updates on the status of the transaction. It is also important to confirm that no unintended changes have been made to your notification settings.
11. Click **Request Transfer**.
 - a. If saving as a Repetitive Template enter a template name before proceeding.
 - b. If saving as a Payee, enter the Display Name, Payee ID, Payee Type, and Payee Account Type.
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. Soft Token Authentication:
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), then click the **right-hand arrow**.
 - iii. Enter the numeric code displayed.
 - iv. Click **Submit**.
 - b. Passcode Authentication:
 - i. At the *Please Reverify* pop-up window, enter your PIN (aka Password), then click **Generate**.
 - ii. Enter the numeric code that is delivered.
 - iii. Click **Submit**.



15. Click **Return**.
 - a. If your company uses dual control, refer to the “ACH, Wire Transfers Approval Quick Reference Guide.”
 - b. If your company does not use dual control, you will need to release the wire.
16. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
17. Select the checkbox next to the wire transfer(s) to Release.
18. Review the wire transfer(s).
19. Click **Release** or, if you are the approver, click **Approve and Release**.
20. Click **Yes** to Release Payment. Once the wire is released, no modifications can be made.
21. When the wire release is successful, the Status will update to Delivered.

USD Wire Transfer: Manage Templates

***NOTE:** For a Repetitive template, only the Payment Date can be changed. For a Semi-Repetitive template, the amount, currency, purpose, and additional information can be updated. Repetitive Templates cannot be modified to Semi-Repetitive templates, and vice versa.

1. From the main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Choose **Manage Templates** from the right-hand submenu.
3. Type the wire template name in the **Template** field to locate an existing template.
4. Click **Edit**.
5. Update the required fields.
6. Click **Save Template**.

***NOTE:** Selecting **Save Template** does NOT submit the wire.

Domestic Wire in USD: Creating a Wire Transfer From a Template

1. From the main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Type the wire template name in the **Select Template** field to locate an existing template.
3. Select the template.
4. Update the applicable fields.
 - a. For a Repetitive template, only the Payment Date can be changed.
 - b. For a Semi-Repetitive template, all fields can be updated.
5. Choose whether to update notifications.

***NOTE:** Mid Penn Bank highly recommends enabling all notifications to receive updates on the status of the transaction. It is also important to confirm that no unintended changes have been made to your notification settings.

6. Determine whether this template should recur. If so, select and choose the appropriate frequency.
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**.
 - a. Soft Token Authentication:
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), then click the **right-hand arrow**.
 - iii. Enter the numeric code displayed.
 - iv. Click **Submit**.
 - b. Passcode Authentication:
 - i. At the *Please Reverify* pop-up window, enter your PIN (aka Password), then click **Generate**.
 - ii. Enter the numeric code that is delivered.
 - iii. Click **Submit**.
11. Click **Return**.
 - a. If your company uses dual control, refer to the "ACH, Wires Transfers Approval Quick Reference Guide."
 - b. If your company does not use dual control, you will need to release the wire.
12. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
13. Select the checkbox next to wire transfer(s) to Release.
14. Review the wire transfer(s).
15. Click **Release** or, if you are the approver, click **Approve and Release**.
16. Click **Yes** to Release Payment. Once the wire is released, no modifications can be made.
17. When the wire release is successful, the Status will update to Delivered.

International Wire Transfer in USD: Creating a Wire Transfer From a Template

1. From the main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Type the wire template name in the **Select Template** field to locate an existing template.
3. Select the template.
4. Update the applicable fields.
 - a. For a Repetitive template, only the Payment Date can be changed.
 - b. For a Semi-Repetitive template, the amount, currency, purpose, and additional information fields can be changed
5. Within the **Account Information** section, complete all fields.
 - a. Select US Dollar (USD) for International USD wire transfers.
6. Choose whether to update notifications.

***NOTE:** Mid Penn Bank highly recommends enabling all notifications to receive updates on the status of the transaction. It is also important to confirm that no unintended changes have been made to your notification settings.
7. Determine whether this wire should recur on a scheduled basis. If so, select and choose the appropriate frequency.
8. Click **Request Transfer**.
9. Select **Edit** if corrections are needed.
10. Click **Confirm** if the wire transfer is correct.



11. You will then need to **re-authenticate your User ID**.
 - a. Soft Token Authentication:
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), then click the **right-hand arrow**.
 - iii. Enter the numeric code displayed.
 - iv. Click **Submit**.
 - b. Passcode Authentication:
 - i. At the *Please Reverify* pop-up window, enter your PIN (aka Password), then click **Generate**.
 - ii. Enter the numeric code that is delivered.
 - iii. Click **Submit**.
12. Click **Return**.
 - a. If your company uses dual control, refer to the "ACH, Wires Transfers Approval Quick Reference Guide."
 - b. If your company does not use dual control, you will need to release the wire.
13. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
14. Select the checkbox next to wire transfer(s) to Release.
15. Review the wire transfer(s).
16. Click **Release** or, if you are the approver, click **Approve and Release**.
17. Click **Yes** to Release Payment. Once the wire is released, no modifications can be made.
18. When the wire release is successful, the Status will update to Delivered.

Domestic Wire in USD: Creating a Wire Transfer From Existing Payee

1. From the main menu, select **Payments & Transfers**, then select **Wire Transfer**.
2. Type the payee name in the **Select Payee** field to locate the existing payee.
3. Click **Continue**.
4. Within the **Account Information** section, complete all required fields marked by an asterisk.
5. Complete the **Additional Bank Information** section if the wire instructions reference a secondary financial institution.
6. Within the **Additional Reference Information** section, complete required fields:
 - a. Purpose of Payment (minimum 10 characters).
 - b. If the wire instructions include Additional Information for the Beneficiary, enter it in the field.
7. Choose whether to update notifications.

***NOTE:** Mid Penn Bank highly recommends enabling all notifications to receive updates on the status of the transaction. It is also important to confirm that no unintended changes have been made to your notification settings.
8. Click **Request Transfer**.
9. Select **Edit** if corrections are needed.
10. Click **Confirm** if the wire transfer is correct.



11. You will then need to **re-authenticate your User ID**.
 - c. Soft Token Authentication:
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), then click the **right-hand arrow**.
 - iii. Enter the numeric code displayed.
 - iv. Click **Submit**.
 - d. Passcode Authentication:
 - i. At the *Please Reverify* pop-up window, enter your PIN (aka Password), then click **Generate**.
 - ii. Enter the numeric code that is delivered.
 - iii. Click **Submit**.
12. Click **Return**.
 - a. If your company uses dual control, refer to the “ACH, Wires Transfers Approval Quick Reference Guide.”
 - b. If your company does not use dual control, you will need to release the wire.
13. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
14. Select the checkbox next to wire transfer(s) to Release.
15. Review the wire transfer(s).
16. Click **Release** or, if you are the approver, click **Approve and Release**.
17. Click **Yes** to Release Payment. Once the wire is released, no modifications can be made.
18. When the wire release is successful, the Status will update to Delivered.

International Wire Transfer in USD: Creating a Wire Transfer From Existing Payee

1. From the main menu, select **Payments & Transfers**, then select **Payee Maintenance**.
2. Navigate to the payee on the list OR begin typing the payee name in the **Display Name** field. Click **Search Payee** and select the payee.
3. Select **Make Payment** and choose **Wire Payment**.
4. Within the **Account Information** section, complete all required fields marked by an asterisk.
 - a. Select US Dollar (USD) for International USD wire transfers.
5. Within the **Additional Reference Information** section, complete optional fields:
 - a. Purpose of Payment (minimum 10 characters).
 - b. If the wire instructions include Additional Information for the Beneficiary, enter it in the field.
6. Choose whether to update notifications.

***NOTE:** Mid Penn Bank highly recommends enabling all notifications to receive updates on the status of the transaction. It is also important to confirm that no unintended changes have been made to your notification settings.
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**.
 - a. Soft Token Authentication:
 - i. Open your mobile or desktop soft token.
 - ii. Enter your PIN (aka Password), then click the **right-hand arrow**.
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12. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
13. Select the checkbox next to wire transfer(s) to Release.
14. Review the wire transfer(s).
15. Click **Release** or, if you are the approver, click **Approve and Release**.
16. Click **Yes** to Release Payment. Once the wire is released, no modifications can be made.
17. When the wire release is successful, the Status will update to Delivered.

To View Wire Transfers

1. From the main menu, select **Payments & Transfers**, then select **Payment Activity**.
2. Choose what item you would like to view from the right-hand submenu:
 - a. Current Activity
 - b. Future Payments
 - c. Payment History (Requires use of the search function. Multiple fields are available. Enter search information, then click **Search**)
 - d. Recurring Transfers
3. Locate the desired transaction from the list and click **View** for more details.
4. Click **Close** if you are finished reviewing, or click **Print** to print.

Questions? Please Contact:

Cash Management

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