

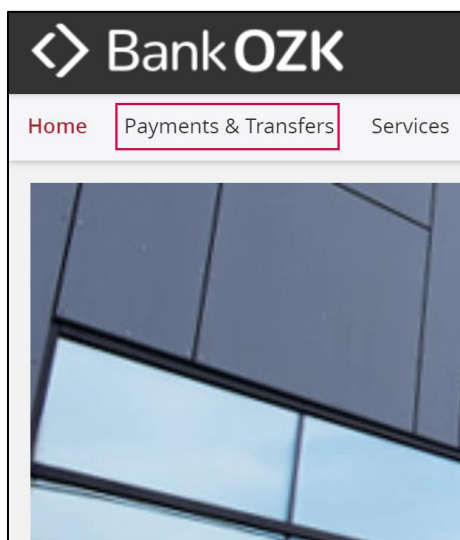
International Wire User Guide

This guide is designed to assist Bank OZK Wire users to complete an international wire transfer from a Bank OZK account.

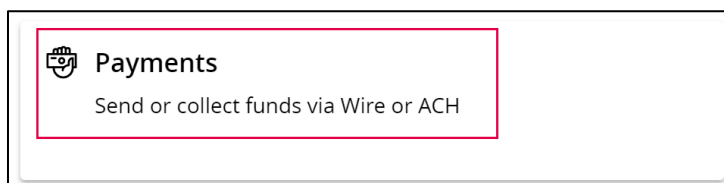
Questions beyond this information should be directed to **Treasury Management** at **844-479-8502**.

Navigating to the Payments Hub

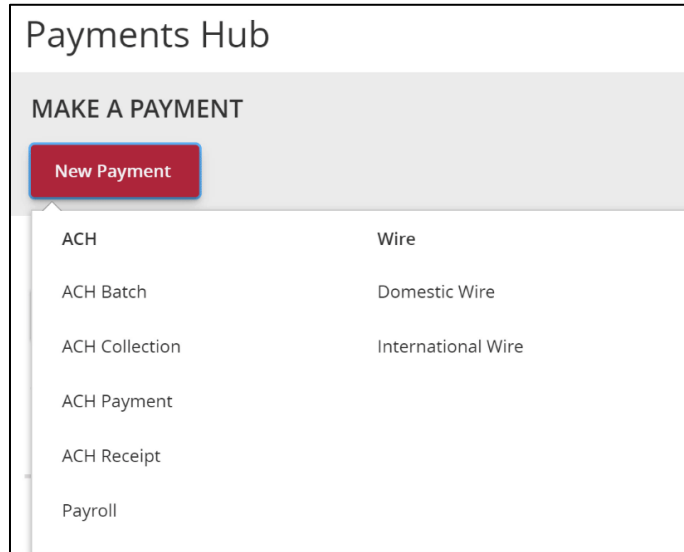
1. From the Home page, select **Payments and Transfers**.



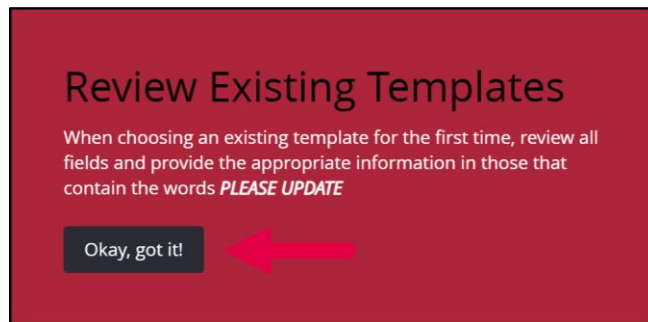
2. Select **Payments**.



The **Payments Hub** displays.

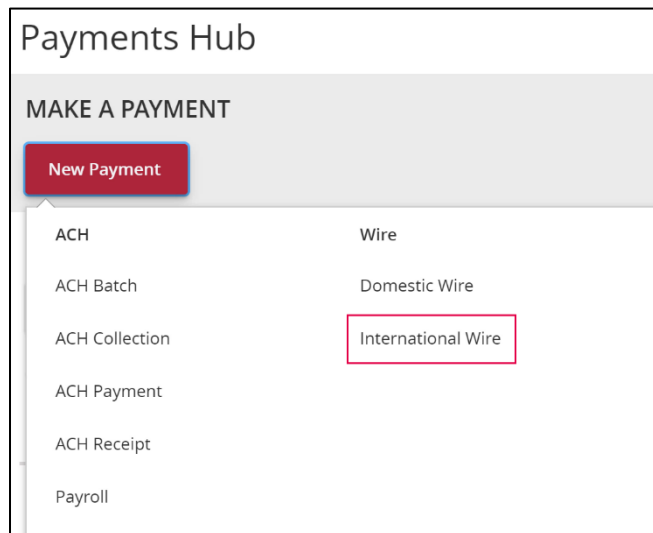


3. Read the pop-up reminder and select **Okay, got it!**



Setting up a New International Wire Payment

1. Click **New Payment** and select **International Wire**.



- If using an existing template, select a template from the list that displays.

NOTE: You can also use the search feature to find a specific template.

PAYMENT TEMPLATES ⓘ						
New Template <input type="text" value="Search templates"/>						
8 Results Filters: All ACH Batch ACH Collection ACH Payment ACH Receipt Domestic Wire International Wire Payroll						
	Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
☆	Collection Template	ACH Collection (PPD)	2	11/20/2023	\$11.00	⋮
☆	Copy of Test Batch	ACH Batch (PPD)	2			⋮
☆	Copy of Test Wire Te	Domestic Wire	1			⋮

The **International Wire** page displays.

NOTE: For more information about the related fields, hover over the question mark ⓘ icon.

International Wire [Change Type](#)

Origination Details

From Originator ⓘ Use same Originator for all wires

Account Use same Account for all wires

Currency Use same Currency for all wires

Process Date Use same Date for all wires

Recurrence None

Process Date ⓘ

ⓘ This transaction cannot be future dated.

- Complete the **From Originator** and **Account** fields.

International Wire [Change Type](#)

Origination Details

From Originator ⓘ Use same Originator for all wires

Account Use same Account for all wires

ABC Marketing Incorporated *****9456

INTEREST PLUS CHECKING 70915 \$93,076.42

ⓘ Some transactions contain foreign currencies and cannot be future dated.

4. Select the currency amount from the **Currency** drop-down menus.

There are three currency options:

- USD to USD
- Foreign Currency to Foreign Currency
- Foreign Currency to USD

Upload From File

Currency

Use same Currency for all wires

EUR - euro

Enter amount in

Enter amount in same currency for all wires

EUR - euro

Adding Recipients

You can search for an existing recipient or add a new recipient.

1. Select the **Recipient/Account**.

Wire Details

Recipient/Account ?

Search by name or account.

+ New Recipient

Display Name

Display Name
Checking 456789

Display Name

Display Name (Reference Infor)
Checking 456789

The recipient is added.

Wire Details

Recipient/Account ⓘ

Display Name SWIFT/BIC	BOFAFRPP 123456
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Currency

EUR - euro	Rate: 0.001155
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Account

Search by name or number

2. Click the ellipsis and select **Show Details**.

Enter amount in

USD	Amount
-----	--------

\$

- Copy
- Remove
- Expand Row
- Show Details
- Notify Recipient

3. Review the **Recipient Details** for accuracy.

✓ This payment is valid.

Wire Details

Recipient/Account ⓘ	Currency	Enter amount in	Amount
Display Name SWIFT/BIC	EUR - euro	USD	\$ 1,000.00
BOFAFRPP 123456	Rate: 0.001155		ARS \$865,800.87

Notify Recipient [Hide Details](#)

Recipient details

Display Name Display Name	Wire Recipient Name Wire Name	Email Address* renee.jones@ozk.com
Address 1* 18 Address 1	Address 2	City* City
State* AR	ZIP* 72223	Country* United States

Account details

Account 123456	SWIFT/BIC BOFAFRPP
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- Complete the **Optional Wire Information** fields when appropriate.

NOTE: Only the **Message to Beneficiary** and **Reference to Beneficiary** fields travel with the wire.

OPTIONAL WIRE INFORMATION

Message to Beneficiary ?

Purpose Of Wire ? Reference for Beneficiary ?

FI-to-FI Information ?

Description ?

- Select **Draft**.

Cancel Draft Approve

Adding New Recipients

- When selecting a recipient, if the recipient is not already in the system, select **New Recipient**.

Wire Details

Recipient/Account ?

Search by name or account.

+ New Recipient

Display Name

Display Name	Checking	456789
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Display Name

Display Name (Reference Infor)	Checking	456789
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Recipient Details displays.

Recipient details

Display Name * Email Address*


2. Complete the fields in **Recipient Details**.

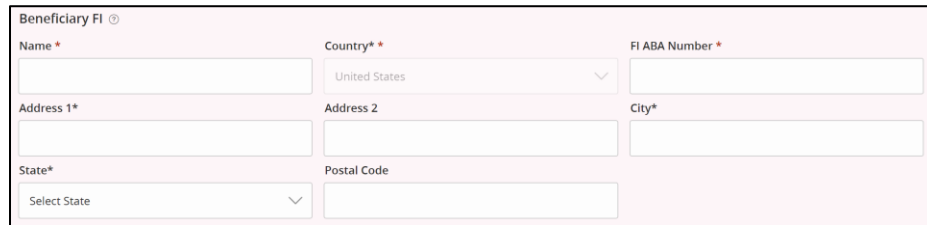


Recipient details

Display Name * Email Address* Send email notifications for template payments

3. Complete the fields in the **Beneficiary FI** section.

NOTE: For more information about the related fields, hover over the question mark  icon.



Beneficiary FI ⓘ

Name * Country* * FI ABA Number *

Address 1* Address 2 City*

State* Postal Code

Select State

4. Complete the fields in the Intermediary FI section.

Enter the **Name** and **Wire Routing Number** for the receiving financial institution from the wire instructions. Otherwise, enter *Wells Fargo* in the **Name** field, and enter *026005092* in the **Wire Routing Number** field.

IMPORTANT: All international wires must have a Receiving FI within the United States.



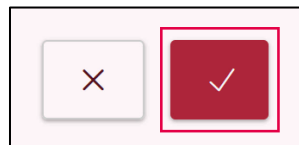
Intermediary FI ⓘ

Name Country* Wire Routing Number

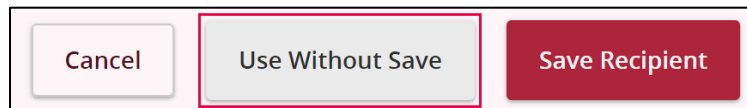
Address 1* Address 2 City*

State* Postal Code

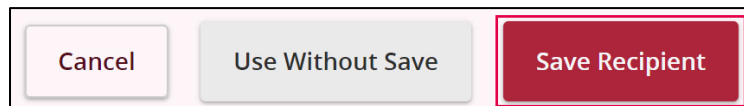
5. Add the recipient to the account by selecting the checkmark.



You can also use the recipient without saving recipient details by selecting **Use Without Save**.



If the recipient will be used again, select **Save Recipient**.



6. Enter the dollar amount.

The screenshot shows a 'Wire Details' form. On the left, under 'Recipient/Account', there is a 'Display Name' field with 'Checking' and an account number '456789'. On the right, under 'Amount', there is a currency symbol '\$' and a numerical input field containing '1.00'. A red box highlights the 'Amount' section.

7. Review the **Recipient Details** for accuracy.

The screenshot shows the 'Wire Details' form with the 'Recipient details' section expanded. At the top, it says 'This payment is valid.' Below that, the 'Wire Details' section is visible. The 'Recipient details' section includes fields for 'Display Name', 'Wire Recipient Name', 'Email Address*', 'Address 1*', 'Address 2', 'City*', 'State*', 'ZIP*', and 'Country*'. The 'Account details' section shows 'Account' as '456789'. The 'Beneficiary FI' section shows 'Name' as 'BANK OF NEW YORK MELLON', 'FI ABA Number' as '011001234', and 'Address 1*' as '1 Boston Pl'.

8. Complete the **Optional Wire Information** section when appropriate.

The screenshot shows the 'OPTIONAL WIRE INFORMATION' section. It contains several input fields: 'Message to Beneficiary', 'Purpose Of Wire', 'Reference for Beneficiary', 'FI-to-FI Information', and 'Description'.

9. Select **Draft**.

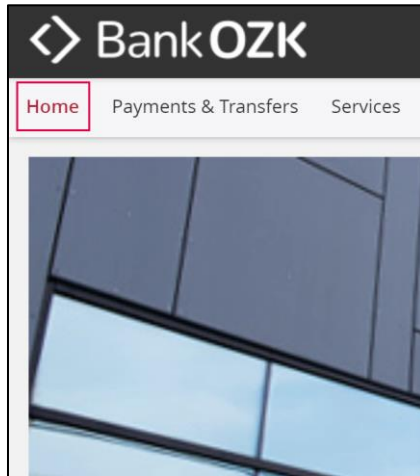
IMPORTANT: You may save a draft of the domestic wire, approve, or approve later. If approving later, the transaction must be approved prior to the effective date.

The screenshot shows three buttons: 'Cancel', 'Draft', and 'Approve'. The 'Draft' button is highlighted with a red border.

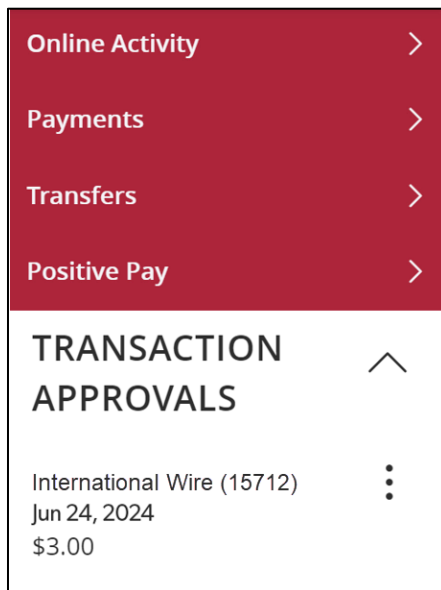
Accessing Approvals from the Home Page


A team member with approval permissions can access their approvals from the home page.

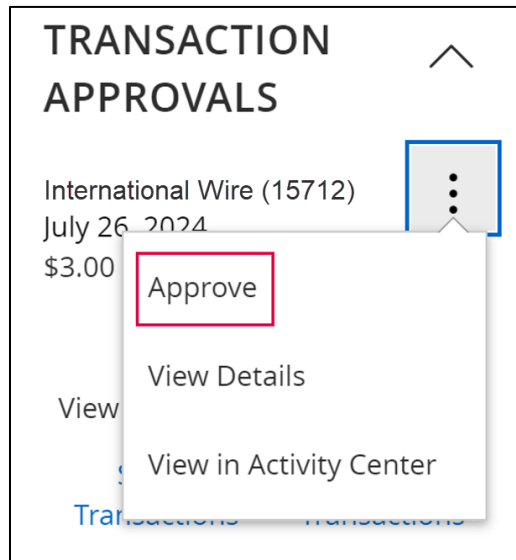
1. Select **Home** to go back to the Home page.
The Home page displays.



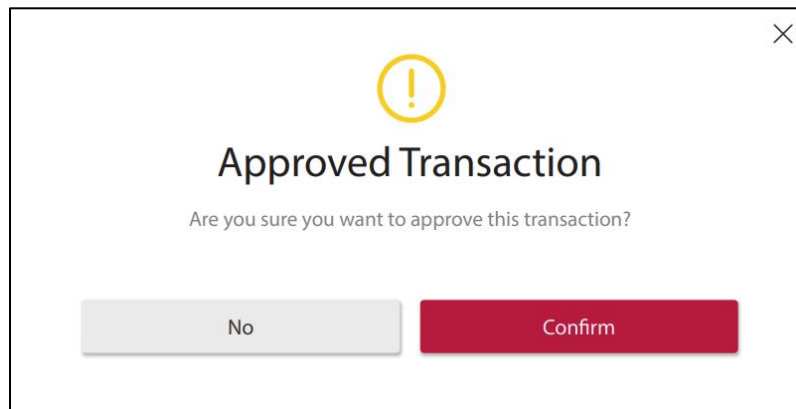
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



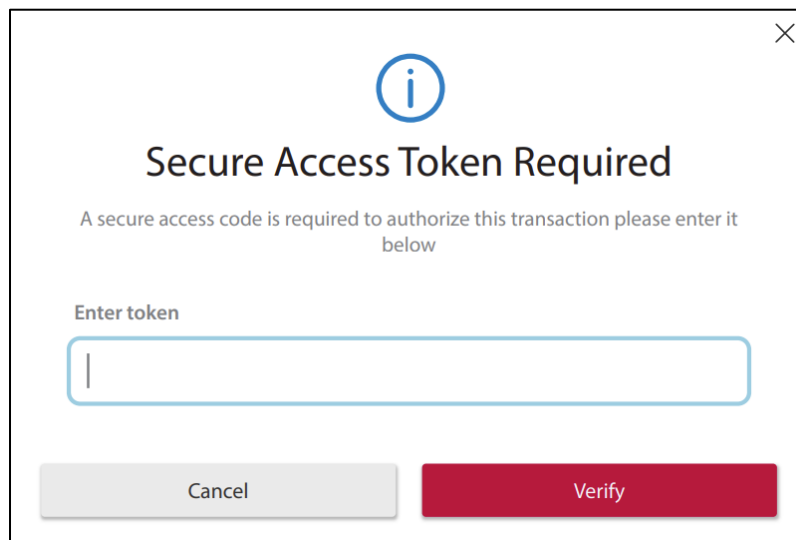
3. Select the ellipsis  icon and select **Approve**.



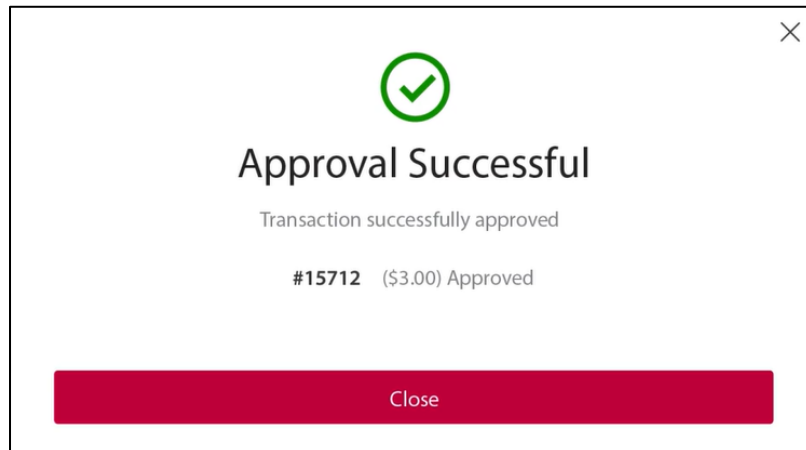
4. Select **Confirm**.



5. Enter your **Secure Access Token** and click **Verify**.



The approval is successful.



6. Select **Close**.