

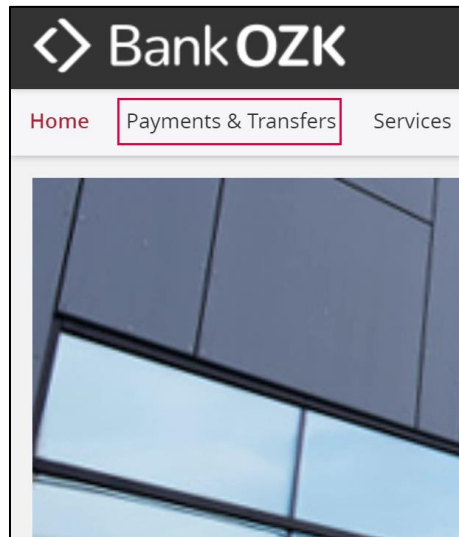
# Domestic Wire User Guide

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

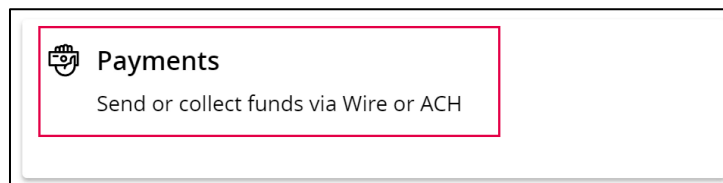
Questions beyond this information should be directed to **Treasury Management** at **844-479-8502**.

## Navigating to the Payments Hub

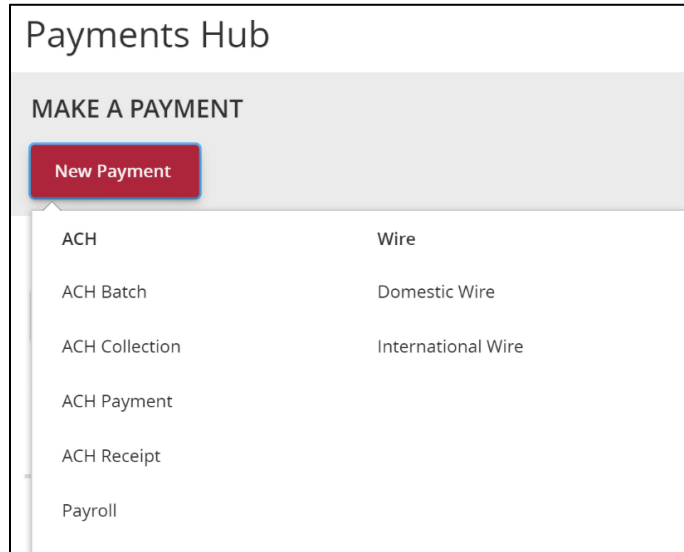
1. From the Home page, select **Payments and Transfers**.



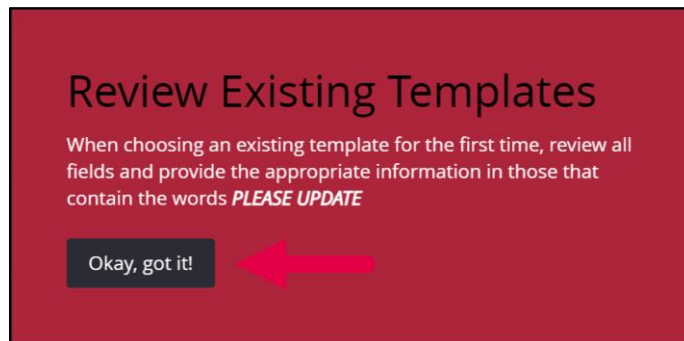
2. Select **Payments**.



The **Payments Hub** displays.

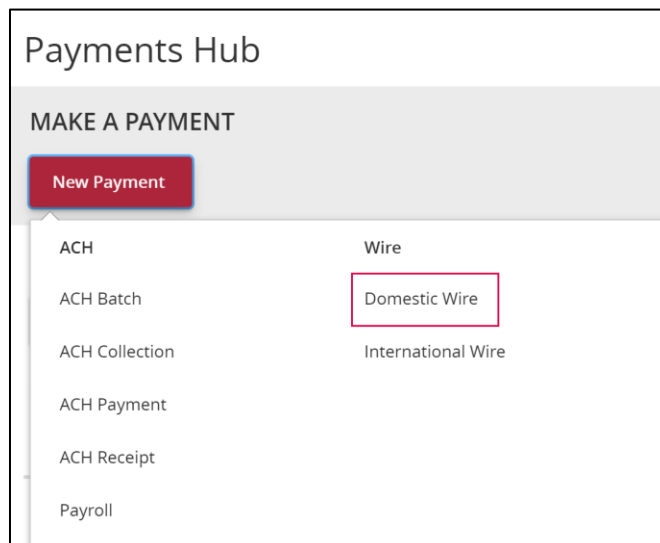


3. Read the pop-up reminder and select **Okay, got it!**



## Setting up a New Domestic Wire Payment

1. Click **New Payment** and select **Domestic 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 **Domestic Wire** page displays.

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

### Domestic Wire [Change Type](#)

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#### Origination Details

**From Originator** ⓘ

 Use same Originator for all wires  
  

**Process Date**

 Use same Date for all wires  

Process Date ⓘ

 ⓘ

**Account**

 Use same Account for all wires  
  

**Recurrence**

None

- Complete the **From Originator**, **Account**, and **Process Date** fields.

### Domestic Wire [Change Type](#)

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#### Origination Details

**From Originator** ⓘ

 Use same Originator for all wires  
  

**Process Date**

 Use same Date for all wires  

Process Date ⓘ

 ⓘ

**Account**

 Use same Account for all wires  
  
  

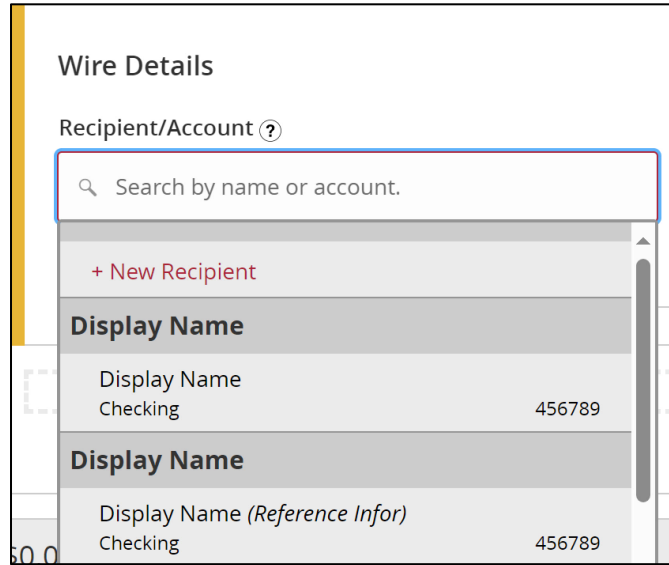
**Recurrence**

[Set schedule](#)

## 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

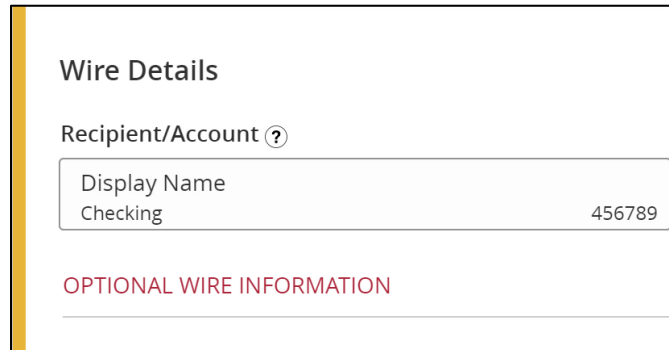
**Display Name**

Display Name	Checking	456789
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**Display Name**

Display Name ( <i>Reference Infor</i> )	Checking	456789
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The recipient is added.



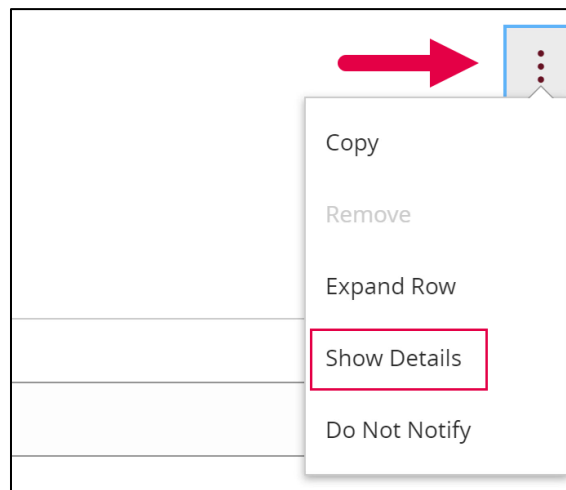
Wire Details

Recipient/Account ?

Display Name  
Checking 456789

OPTIONAL WIRE INFORMATION

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



Copy

Remove

Expand Row

Show Details

Do Not Notify

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

✔ This payment is valid.

**Wire Details**

Recipient/Account ⓘ Amount

Display Name  
Checking 456789 \$ 1.00

Notify Recipient [Hide Details](#)

**Recipient details** ⓘ

<b>Display Name</b> Display Name	<b>Wire Recipient Name</b> Wire Name	<b>Email Address*</b> renee.jones@ozk.com
<b>Address 1*</b> 18000 Cantrell	<b>Address 2</b>	<b>City*</b> Little Rock
<b>State*</b> AR	<b>ZIP*</b> 72223	<b>Country*</b> United States

**Account details**

**Account**  
456789

**Beneficiary FI**

<b>Name</b> BANK OF NEW YORK MELLON	<b>FI ABA Number</b> 011001234	<b>Address 1*</b> 1 Boston Pl
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4. Complete the **Optional Wire Information** fields when appropriate.

OPTIONAL WIRE INFORMATION ⓘ

**Message to Beneficiary** ⓘ

**Purpose Of Wire** ⓘ **Reference for Beneficiary** ⓘ

**FI-to-FI Information** ⓘ

**Description** ⓘ

5. Select **Draft**.

## Adding New Recipients

1. 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

Display Name

Display Name (Reference Infor)  
Checking 456789

**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

4. Complete the fields in the **Intermediary FI** section.

If the beneficiary uses a correspondent financial institution to receive their wires, enter the **Name** and **Wire Routing Number** for the receiving financial institution.

Intermediary FI (Optional) ⓘ		
Name	Country*	Wire Routing Number
<input type="text"/>	United States	<input type="text"/>
Address 1*	Address 2	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State*	Postal Code	

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

<input type="button" value="X"/>	<input checked="" type="checkbox"/>
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You can also use the recipient without saving recipient details by selecting **Use Without Save**.

<input type="button" value="Cancel"/>	<input checked="" type="button" value="Use Without Save"/>	<input type="button" value="Save Recipient"/>
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If the recipient will be used again, select **Save Recipient**.

<input type="button" value="Cancel"/>	<input type="button" value="Use Without Save"/>	<input checked="" type="button" value="Save Recipient"/>
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6. Enter the dollar amount.

Wire Details	
Recipient/Account ⓘ	Amount
Display Name Checking 456789	\$ <input type="text" value="1.00"/>

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

✓ This payment is valid.

**Wire Details**

Recipient/Account ⓘ Amount

Display Name Checking 456789	\$ 1.00
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Notify Recipient [Hide Details](#)

**Recipient details** ⓘ

<b>Display Name</b> Display Name	<b>Wire Recipient Name</b> Wire Name	<b>Email Address*</b> renee.jones@ozk.com
<b>Address 1*</b> 18000 Cantrell	<b>Address 2</b>	<b>City*</b> Little Rock
<b>State*</b> AR	<b>ZIP*</b> 72223	<b>Country*</b> United States

**Account details**

**Account**  
456789

**Beneficiary FI**

<b>Name</b> BANK OF NEW YORK MELLON	<b>FI ABA Number</b> 011001234	<b>Address 1*</b> 1 Boston Pl
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8. Complete the **Optional Wire Information** section 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** ⓘ

9. Select **Draft**.

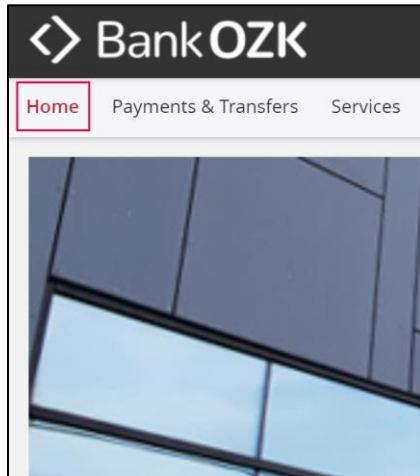
**IMPORTANT:** You may save a draft of the domestic wire, approve, or approve later. If approving later, the transaction must be approved prior to the effective date.



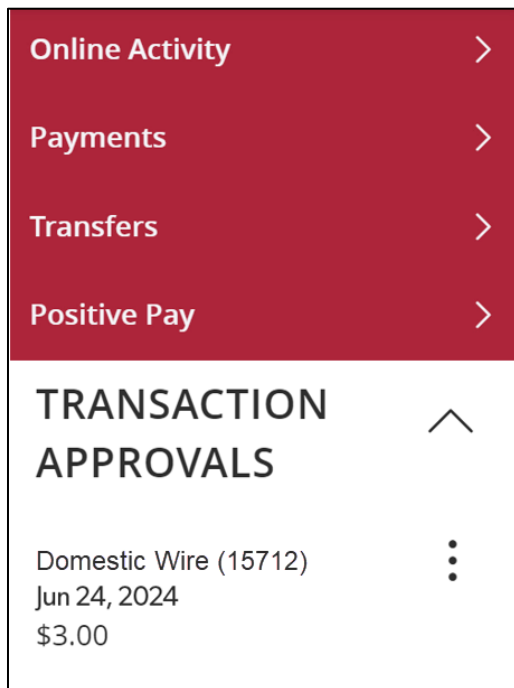
## Accessing Approvals from the Home Page


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

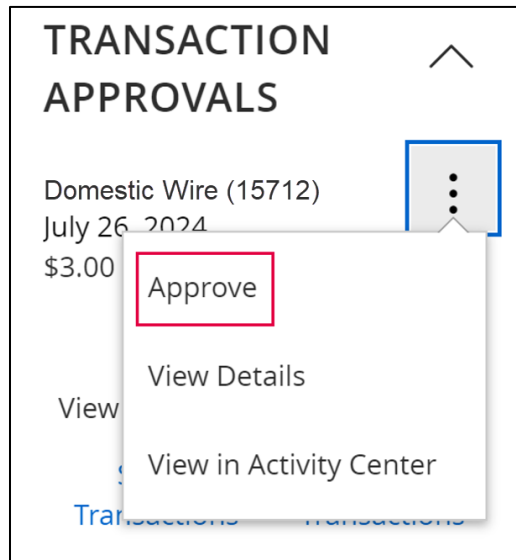
1. Select **Home** to go back to the Home page.  
The Home page displays.



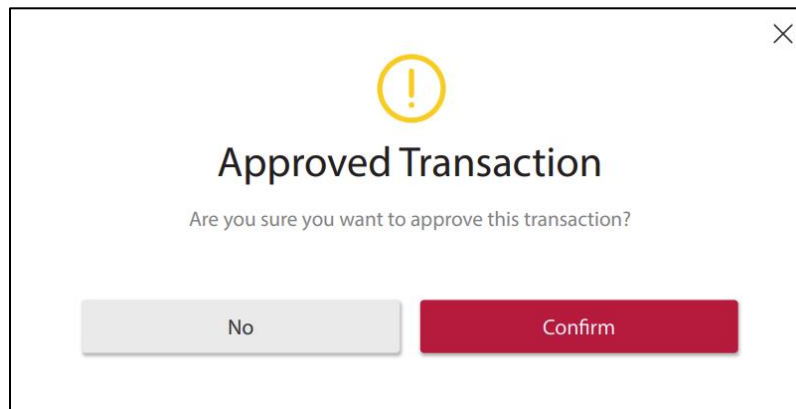
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



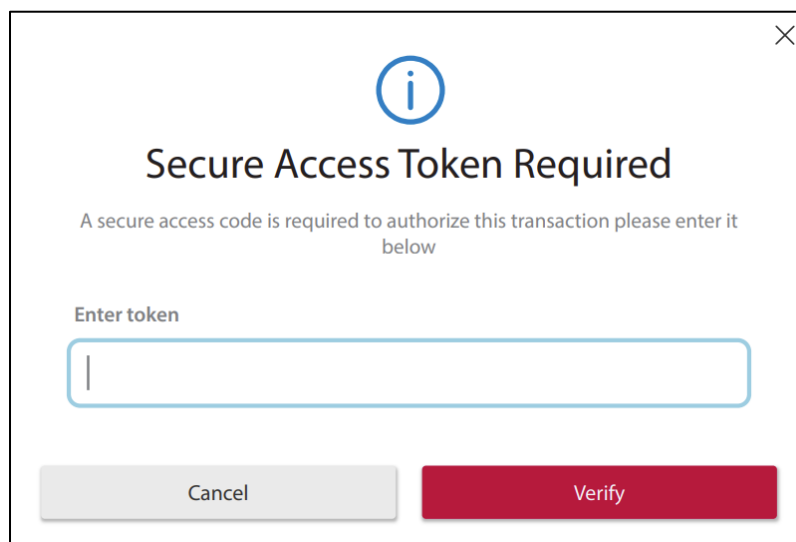
3. Select the ellipsis  icon and select **Approve**.



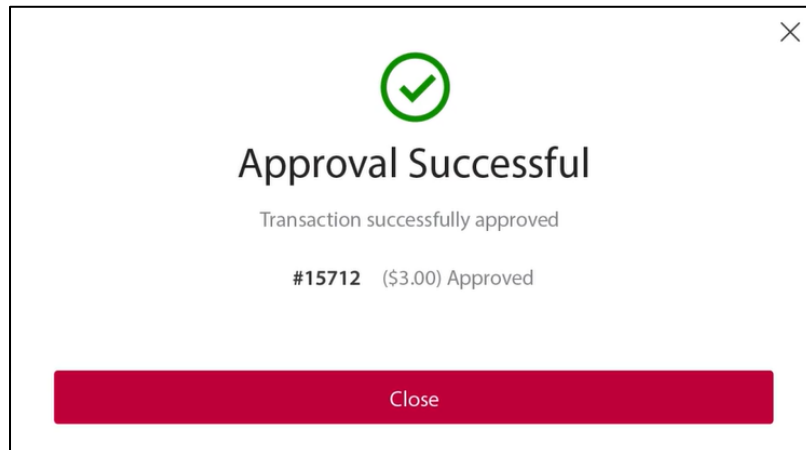
4. Select **Confirm**.



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



The approval is successful.



6. Select **Close**.