

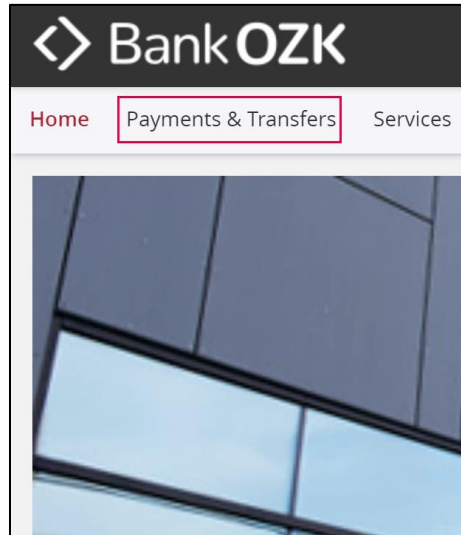
# International Wire User Guide

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

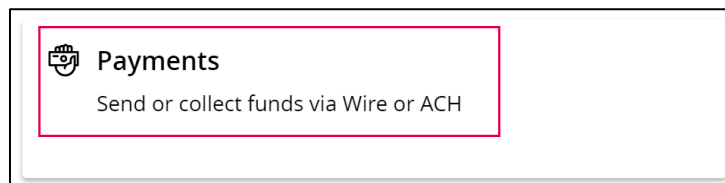
Questions beyond this information should be directed to the Customer Care Center (CCC) at 501-319-6138.

## Navigating to the Payments Hub

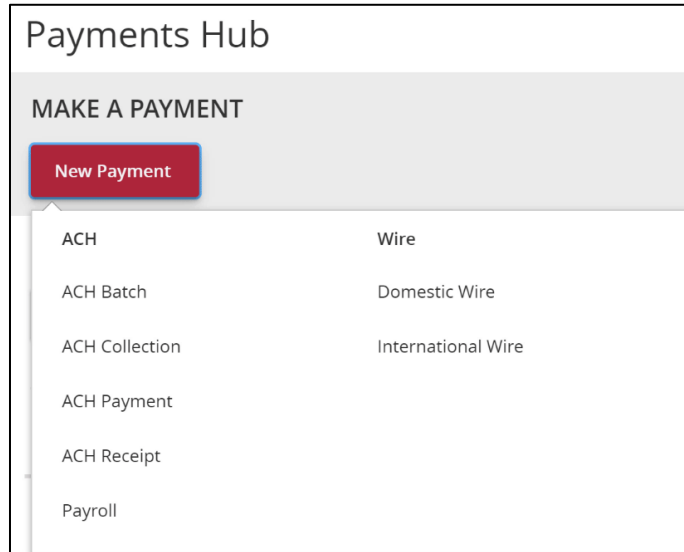
1. From the Home page, select **Payments and Transfers**.



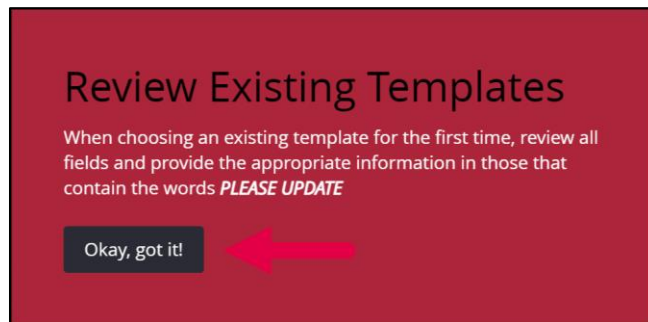
2. Select **Payments**.



The **Payments Hub** displays.

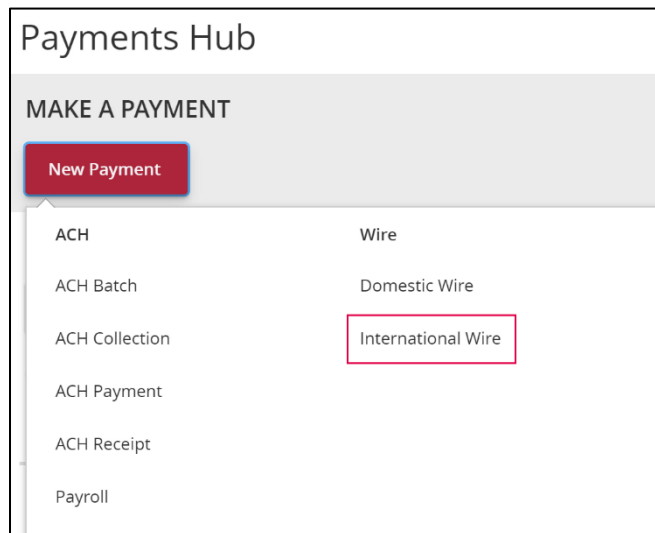


3. Read the pop-up reminder and select **Okay, got it!**



## 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](#)

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**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 ⓘ

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

International Wire [Change Type](#)

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**Origination Details**

From Originator ⓘ  Use same Originator for all wires      Account  Use same Account for all wires

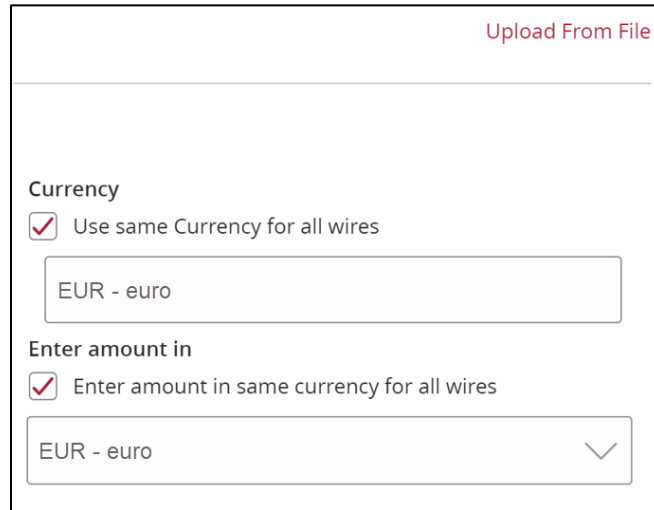
ABC Marketing Incorporated \*\*\*\*\*9456      INTEREST PLUS CHECKING 70915 \$93,076.42

ⓘ 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

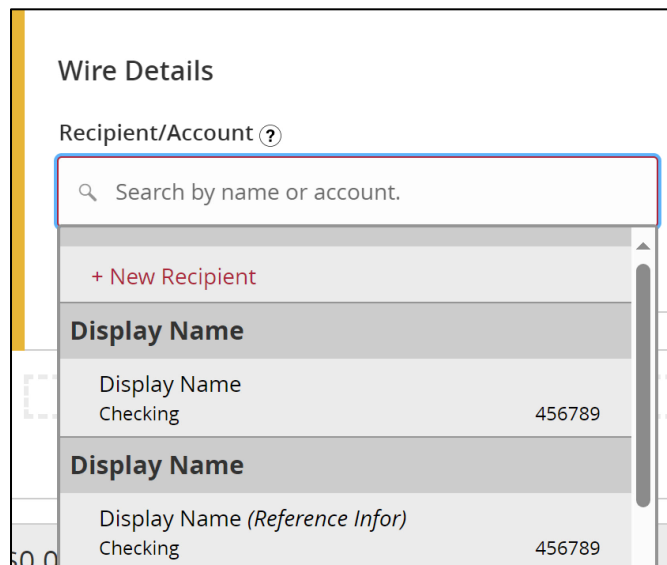


The screenshot shows a form titled "Upload From File" in red text at the top right. Below the title, there is a section labeled "Currency" with a checked checkbox "Use same Currency for all wires". Underneath is a text input field containing "EUR - euro". Below that is a section labeled "Enter amount in" with a checked checkbox "Enter amount in same currency for all wires". Underneath is a dropdown menu with "EUR - euro" selected and a downward arrow icon.

## Adding Recipients

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

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



The screenshot shows a "Wire Details" form. The "Recipient/Account" field is highlighted with a blue border and contains a search bar with the text "Search by name or account." Below the search bar is a list of recipients. The first entry is "+ New Recipient". The second entry is "Display Name" with "Checking" and "456789". The third entry is "Display Name (Reference Infor)" with "Checking" and "456789".

Display Name	
Display Name	Checking 456789
Display Name	
Display Name ( <i>Reference Infor</i> )	Checking 456789

The recipient is added.

**Wire Details**

Recipient/Account <sup>?</sup>  Currency  Rate: 0.001155

Process Date <sup>?</sup>

This transaction cannot be future dated.

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

Enter amount in  Amount

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

This payment is valid.

**Wire Details**

Recipient/Account <sup>?</sup>  Currency  Enter amount in  Amount  Rate: 0.001155 ARS \$865,800.87

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> 18 Address 1	<b>Address 2</b>	<b>City*</b> City
<b>State*</b> AR	<b>ZIP*</b> 72223	<b>Country*</b> United States

**Account details**

<b>Account</b> 123456	<b>SWIFT/BIC</b> 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**.

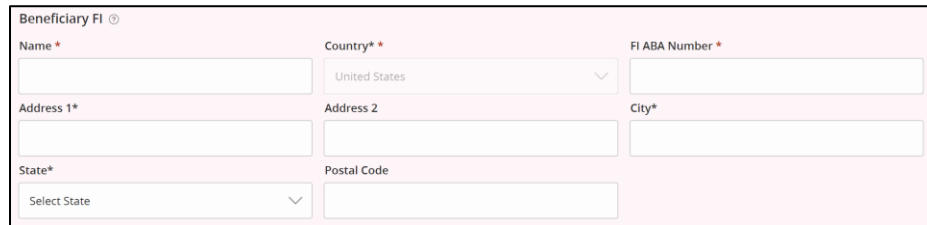


Recipient details

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.



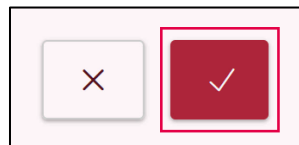
Intermediary FI ⓘ

Name      Country\*      Wire Routing Number

Address 1\*      Address 2      City\*

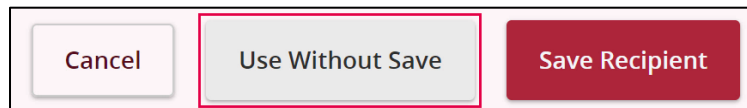
State\*      Postal Code

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



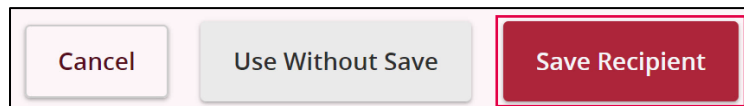
    

You can also use the recipient without saving recipient details by selecting **Use Without Save**.



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



6. Enter the dollar amount.

Wire Details

Recipient/Account ?

Display Name  
Checking 456789

Amount

\$ 1.00

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

✓ This payment is valid.

Wire Details

Recipient/Account ?

Display Name  
Checking 456789

Amount

\$ 1.00

Notify Recipient Hide Details

Recipient details

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

Account details

Account  
456789

Beneficiary FI

Name BANK OF NEW YORK MELLON	FI ABA Number 011001234	Address 1* 1 Boston Pl
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8. Complete the **Optional Wire Information** section when appropriate.

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.

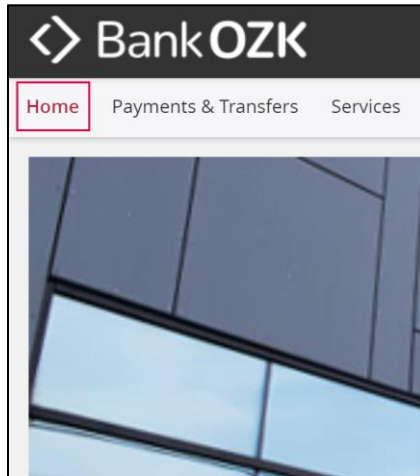
Cancel Draft Approve



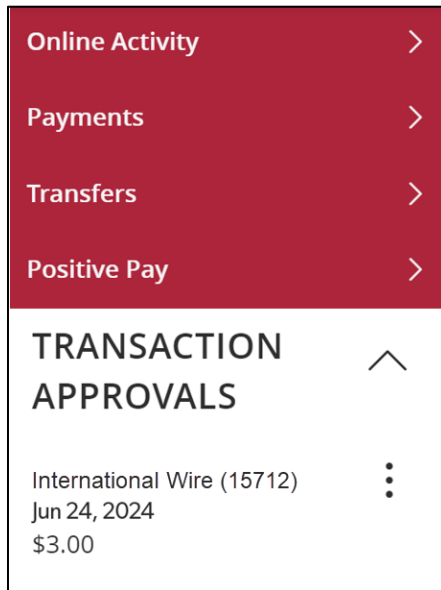
## Accessing Approvals from the Home Page


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

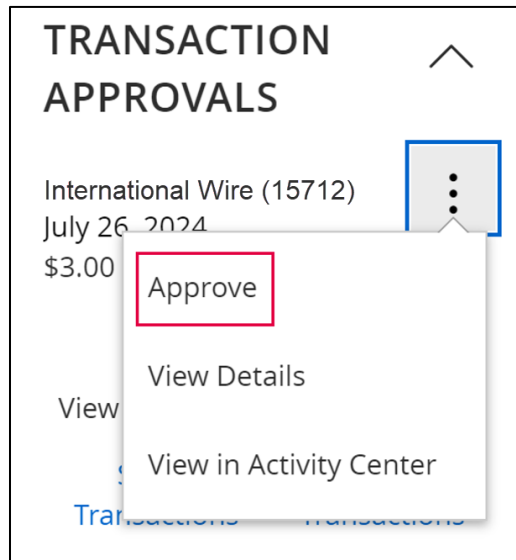
1. Select **Home** to go back to the Home page.  
The Home page displays.



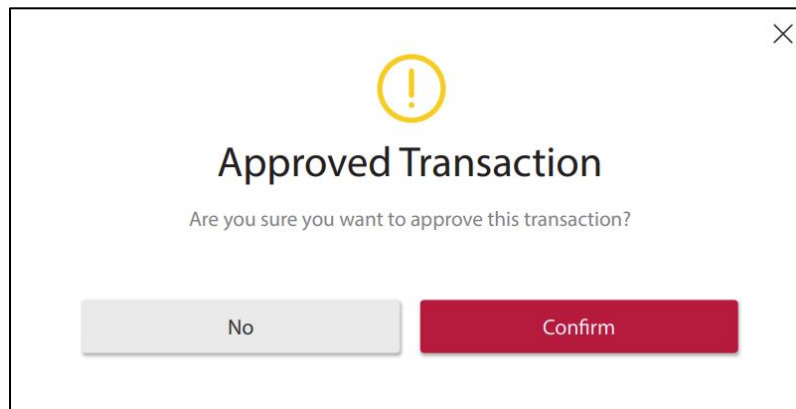
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



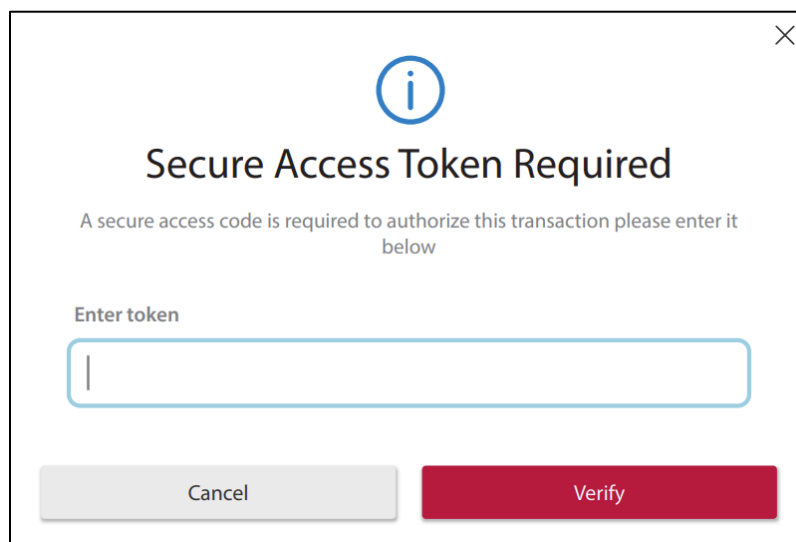
3. Select the ellipsis  icon and select **Approve**.



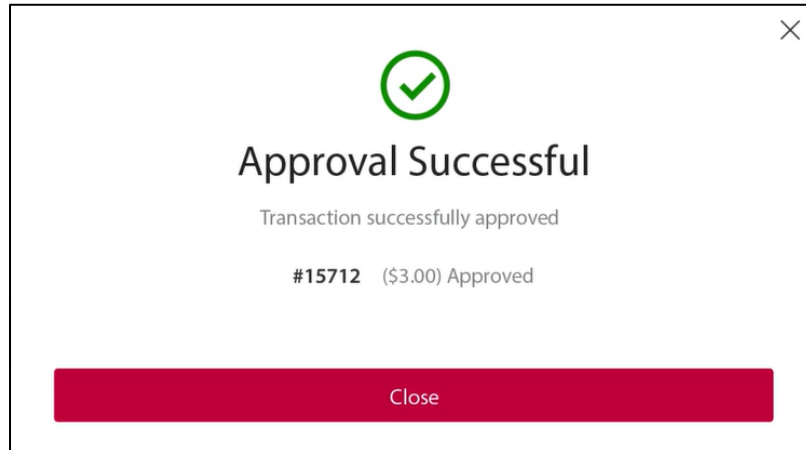
4. Select **Confirm**.



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



The approval is successful.



6. Select **Close**.