

Extraco eBusiness Online Wires – Helpful Tips

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WIRE TEAM

Wire Confirmation

Wire Trace Details

Template Set-Ups

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Recurring Payment -

- If you are setting up a wire for a recurring payment, it is suggested that you set up your **Recipient** information first for your vendor. Once the Recipient information is completed then you can proceed to **Create Template** under the **Commercial Payments** option. If the wire is a one-time payment, then you can proceed directly with a **New Payment** under the **Commercial Payments** option.

Recipient Information -

- When setting up a recipient; choose **Wire Only** for **Payment Type**. This allows for additional fields to be utilized. If this recipient will also be receiving an ACH, please set their payments up separately with a different description. Example – ABC Company (Wire template) and ABC Company (ACH template)

General Information -

- To avoid any possible errors, we encourage our customers to get written wiring instructions from their vendors or anyone they are sending money to via wire. This will ensure that all pertinent data is captured.
- **Beneficiary FI** (Financial Institution) is where the vendor holds their account.
- **Intermediary FI** (*Financial Institution aka Payable-Through*) banks are used for Domestic banks that do not directly accept incoming wires (typically smaller banks or credit unions) and for all International wires. If your vendor's bank does not have a specific **Intermediary** bank of preference (International wires only), then we ask that you use the following:
 - Texas Independent Bank (routing# 111010170)
350 Phelps Court
Irving, Tx 75038
- For **International Account Type** choose **Account and SWIFT/BIC** (for majority of Int'l wires). The **IBAN** or **CLABE** is considered the **Account** number.
- A reason **MUST** be given for all wires (**Additional Information** area)
- We suggest that you do a \$.01 test for International wires that are more complex in nature.

Please do not hesitate to contact a team member on the left for your specific needs or questions.