

Quick Reference Guide

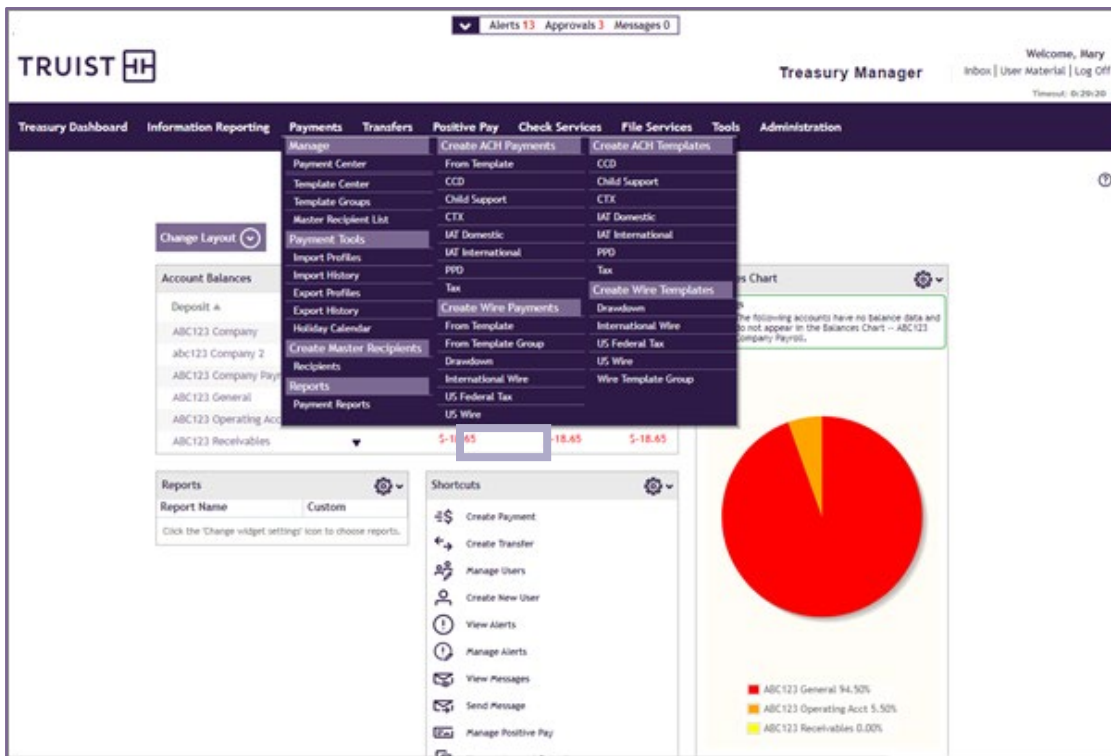
Truist Treasury Manager Creating a Domestic Wire Payment

Truist Treasury Manager allows you to create and approve Domestic, International, U.S. Federal Tax, and Drawdown wire payments. Repetitive and free-form wire entry is supported. This document shows the steps to create a domestic wire payment.

Note: These instructions apply only to business deposit accounts.

To Create a Domestic Wire Payment:

1. From the main menu, select **Payments**.
2. Under the **Create Wire Payments** section of the menu, click **US Wire**. The Create US Wire page displays.



3. Chose the account to debit.
4. Enter the desired information into the **Debit Amount** field.
5. Enter or select the date the wire is to be settled.
6. Select the payment frequency. The default frequency is “One-Time Only.”

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Create US Wire Payment
Use this page to create a new US wire payment.

* Required

Payment Information

Acct Number - Acct Nickname
Debit Account * Select a Debit Account
Debit Amount *
Value Date * 11/09/2021
Frequency One-Time Only Recurring
Sender's Reference
Reference for Recipient
Details of Payment [Add Another Line](#)
Ordering Customer [Select Existing](#) [Create New](#)

Recipient Information

Recipient * [Select Existing](#) [Create New](#)

Options

Routing Instructions Add intermediary bank
 Add receiving bank
 Add bank to bank information

Workflow Save as template
 Approve on submit

[Continue](#) [Cancel](#)

Wire Transfer Policy : Wire transfers submitted after 6:00 p.m. ET will be processed the next business day. US Feder

- You may enter reference information in the **Sender's Reference** and **Reference for Recipient** fields if desired.
- If choosing a recipient you have already created, click the **Select Existing** button.
Note: If you needed to create a new recipient, you would click the **Create New** button.
- The Select Recipient dialog displays. Click the **Select** button for the desired recipient.
- In the Routing Instructions section of the page, you may choose to add Routing Instructions or save this payment as a template.
Note: wire payments with an international beneficiary bank will be treated as an international wire transaction for billing purposes.
- Click the **Continue** button. The Preview US Wire Payment page displays.

Preview US Wire Payment
Use this page to preview a US wire payment.

* Required

Payment Information

Debit Account 333-4567891234 - ABC123 Company Payroll
Debit Amount 1,000.00 USD
Value Date 11/18/2021
Send Date 11/18/2021
Frequency One-Time Only
Sender's Reference Payroll
Reference for Recipient Payroll
Details of Payment Payroll week of 11/01/21
Ordering Customer

Recipient Information

Recipient Thomas Jones
Account Number 2222222
Recipient Bank BANK OF NEW YORK
ABA (Wire) 021908288
ORISKANY
ORISKANY NY UNITED STATES

Options

Intermediary Bank
Receiving Bank
Bank to Bank Information
Save as Template No

[Submit Payment](#) [Submit and Create Another](#) [Edit Payment](#) [Cancel](#)

12. Review the information on this page; then click the **Submit Payment** button. Treasury Manager confirms the wire payment has been successfully submitted.

Note: if you have dual approval enabled, an entitled approver will need to approve the payment using a wire token, prior to its release.

Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.