Digital Banking Guide

Wire Payment — Domestic

CAPITAL BANK

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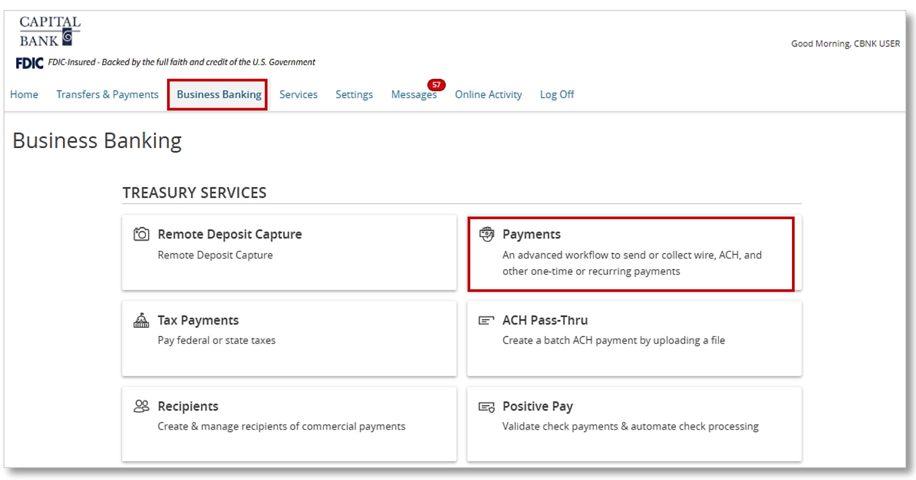
User Guide - Domestic Wire Payment

Introduction to Domestic Wire Payment

Wire payments are a safe and efficient mode to transfer funds between accounts. Domestic Wire payments are made within the same country whereas International Wire payments include cross-border fund transfers.

Wire payments are typically used for high-value transactions where urgency, speed and security are considered critical for completing the transfer. Domestic Wire payments are transmitted through Fedwire or CHIPS networks whereas International Wire payments are routed through the SWIFT network.

The Wires module offered by Digital Banking supports Domestic and International Wire Payments which can be single or recurring payment occurrences. Additionally, you can schedule wire payments for Same Day or for a future date.

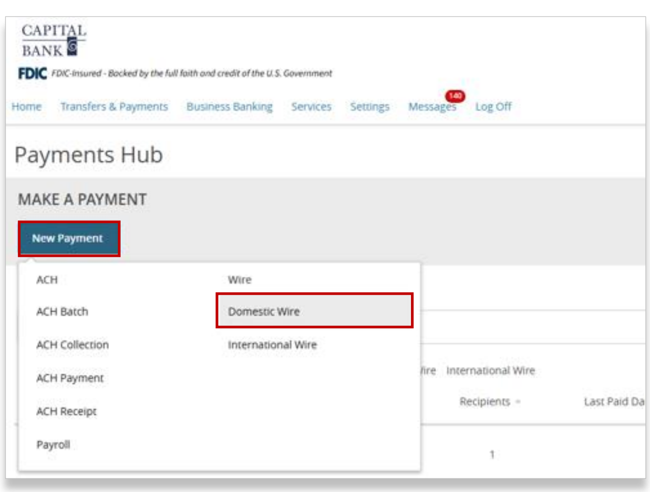


Overview:

This user guide will cover the process of creating a Domestic Wire payment.

Navigation:

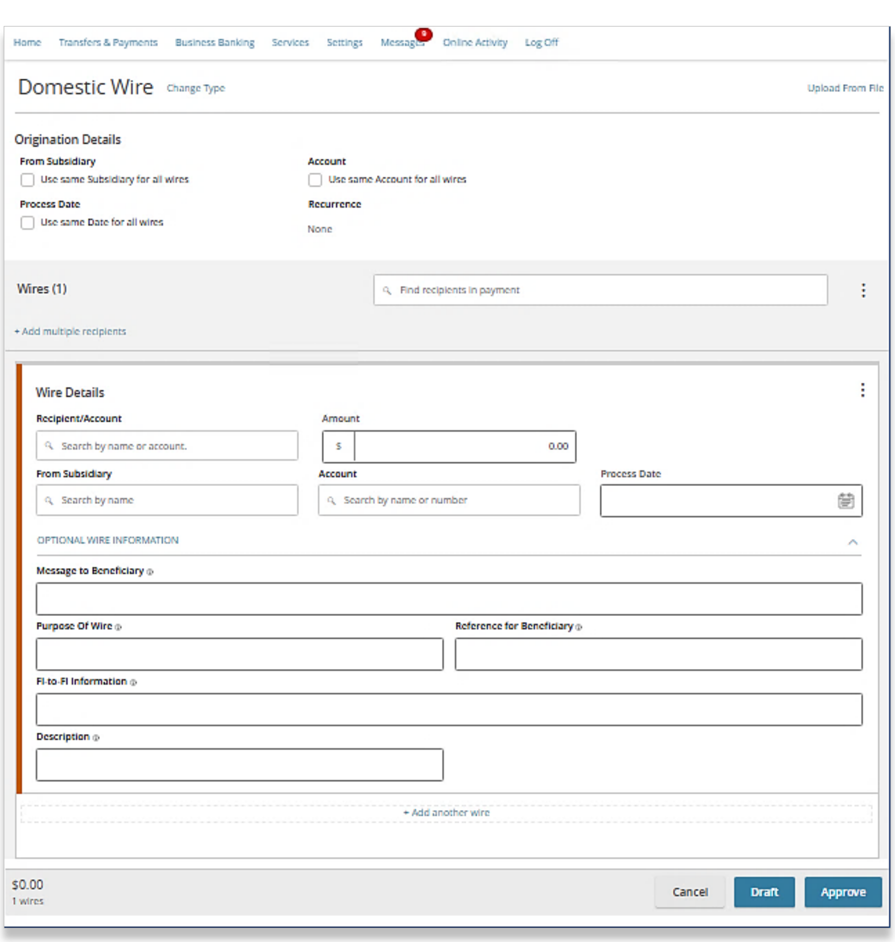
1. Click on the 'Payments' link available under the 'Business Banking' tab and navigate to the 'Payments Hub' screen.



2. The 'Payments Hub' page is used to create single payments and new templates.

Please Note: The payment options available will depend on your 'Draft' & 'Recipient' rights.

3. To create a new Wire payment, click on the 'New Payment and select 'Domestic Wire' from the drop-down.

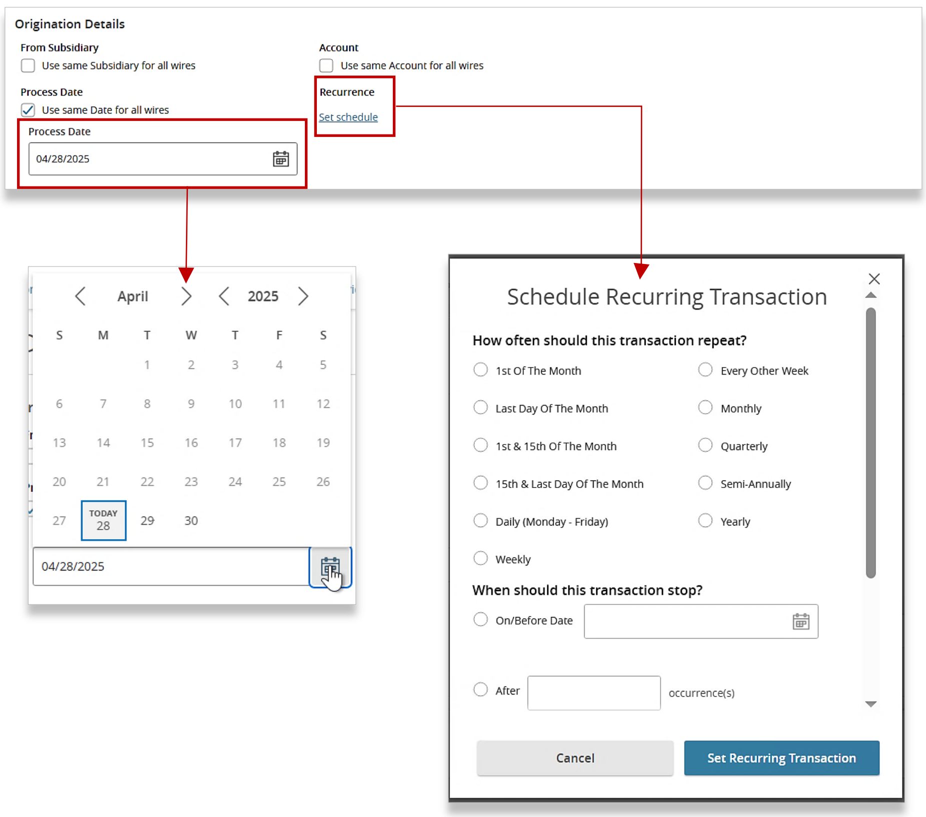


4. The 'Domestic Wire' payment creation screen is divided into three sections:
   - Origination Details
   - Wires Section

Origination Details Section:

Business Online offers the ease of selecting single or multiple subsidiaries, accounts and process dates for each recipient when drafting multi recipient wires. This selection can be made using the checkbox available against the respective fields.

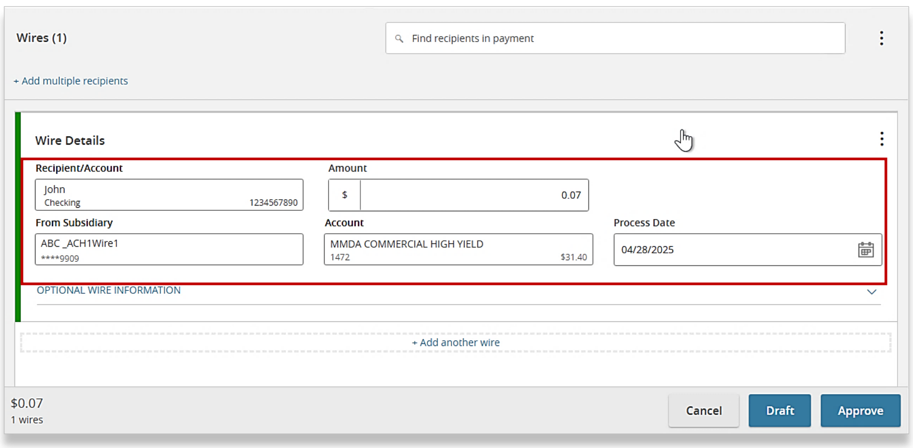
a. *From Subsidiary*: Subsidiaries are child or linked entities that are used to route payments on behalf of the parent companies.
If you wish to use the same subsidiary for all the recipients in the wire payment, select the checkbox 'Use same Subsidiary for all wires.
For single recipient wire payment, select the required subsidiary in the 'Wire Details' section.

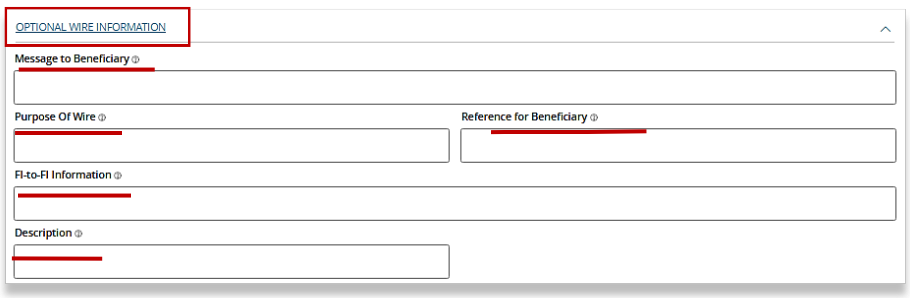


b. *Account*: Similarly, you can select checkbox 'Use same Account for all wires' if you wish to use the same originating account for all wire recipients.
For a single recipient wire transfer, select the Account using the dropdown available in the 'Wire Details' section.

c. *Process Date:* To select the same processing date for multiple wires, select the 'Use the same date for all wires' checkbox.
In the case of a single recipient wire transfer, enter the processing date using the calendar icon.

d. *Recurrence*: By default, a one-time payment will be created. If you wish to set a recurring payment schedule, click on the 'Set Schedule' link.
Use the 'Schedule Recurring Frequency' overlay to set a recurring payment schedule by selecting the payment frequency and the duration for which the recurring payment should be in effect.
Click on the 'Set Frequency Schedule' to save the recurrences and proceed further. And in the Wires section, users can add multiple recipients and find added recipients in the Search box.





Wires Section:

Use the Wire details section to update the recipient and transaction details of the payment.

a. *Recipients/Account:* Use the search bar to add an existing payment recipient. Click on the 'Recipients' box to view the list and select the required recipient.

Please Note: Based on your user rights and entitlements, the '+New Recipient' option will be displayed to add a new recipient during payment creation.

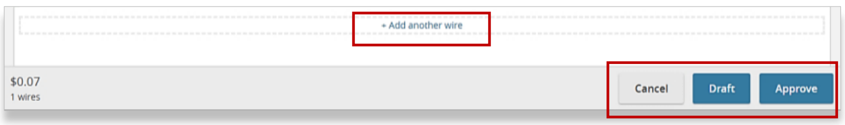
For more information on adding or managing recipients, please refer to our Recipient Management User Guide.

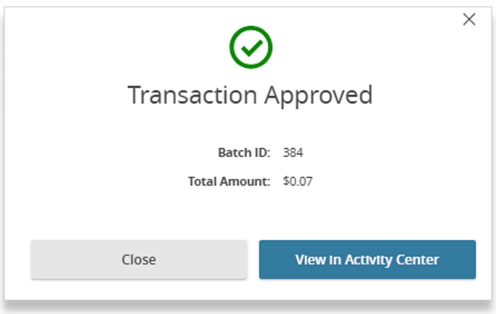
b. *Amount:* Enter the payment amount.

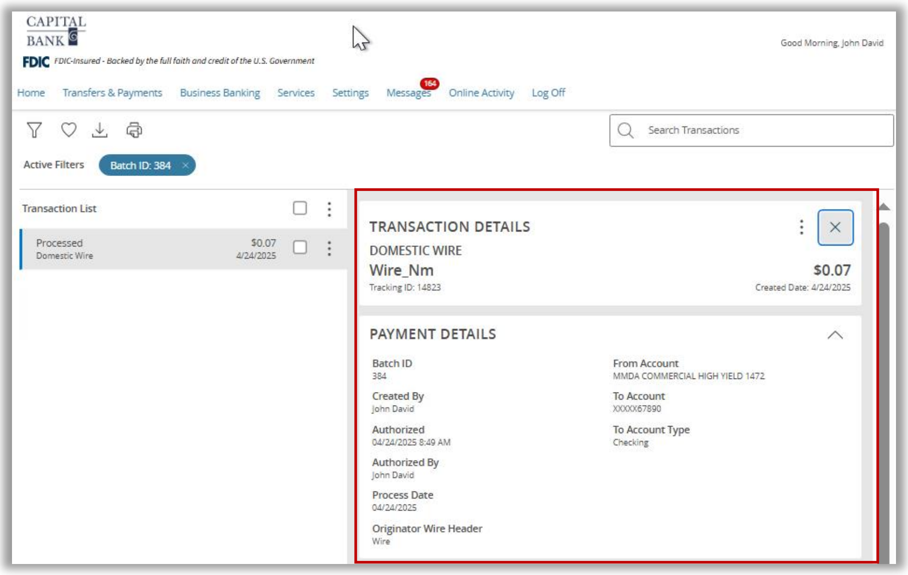
c. *From Subsidiary:* If the 'Use same Subsidiary for all wires' is unchecked in the 'Origination Details' section, select the required 'Subsidiary' using the drop-down for each recipient in the payment. If the box is checked, the Subsidiary details will auto populate.

d. *Account:* Select the payment origination account using the drop down. If the 'Use same Account for all wires' is unchecked in the 'Origination Details' section, you will need to select separate payment origination 'Account' for each recipient.

e. *Optional Wire Information:* Includes transaction specific information which are optional and will be displayed based on your account settings
   - Message to Beneficiary: It is a field used to share payment details with the beneficiary.
   - Purpose of Wire: It is a field but with a restriction of 35 characters, typically formatted and used by the FI to send the purpose of the wire.
   - Reference for Beneficiary: It is a field supporting a maximum of 16 characters. Used for updating data such as invoice number, customer number or any wire related transaction number. While this is an optional field, updating data in this field helps in reconciliation.
   - FI to FI Information: Used for updating miscellaneous data related to the payment. This field can accommodate up to 6 lines of 35 characters each.
   - Description: Optional field available for updating any remaining details of the payment.







5. To add another wire payment, click on '+ Add another wire' link and follow the same process as explained above.

6. Based on your rights and approval limits, you will have the option to draft or submit and approve the payment.
   Click on the 'Draft' button to submit the payment as a draft or on the 'Approve' button to submit the payment for processing.
   Click on 'Cancel' if you wish to cancel the payment and return to the 'Payment Hub' screen.

7. To view the payment, click on the 'View in Activity Center' button.

8. Click on the 'Close' button to navigate back to the payment creation page.

Please Note: Payments may need additional approval based on your user entitlement.
If applicable, a 'Transaction Drafted' overlay will be displayed on submitting the payment.
Click on the 'Notify Approvers' button to send an email notification to the assigned approvers.