



United Bank
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WIRE TEMPLATE GUIDE

Our new system introduces Wire Payees, which replace traditional wire templates. Wire payees contain all beneficiary and payment instructions, including:

- Beneficiary information
- Beneficiary financial institution
- Receiving institution

We will create wire payees for you based on any existing wire templates in the current system.

If you rely on re-using sent wires today, consider creating a template before the migration so a payee is created for you. Otherwise, you can manually create your payees in the new system after go-live. Follow the steps below to quickly create a wire template:

1. Login to online banking
2. Launch the Wire module: Go to **Payments & transfers**, then select **Wire**
3. Open the Template List: Select **Wire Transfer Template**, then choose **Submit**. When the template list appears, select the **New** icon (*memo icon with a green plus located on the right*).
4. Choose your template type: Use the drop-down menu to select the wire type (options may vary based on your enrolled services)
5. Create your Wire Template: Enter all required information (indicated with an asterisk) including:
 - Template name
 - Beneficiary information
 - Beneficiary and receiving institution information
6. When finished, select **Save**