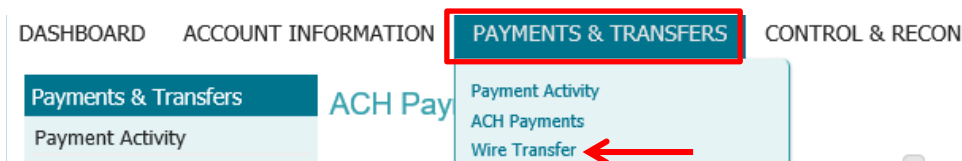


You may create Wire transfers using existing Templates, Free-Form one time payments or initiate from an existing payee. Wire Transfers must be Released before the 4:00 PM EST cutoff. For added security, an Out of Band reverification method is required for all Wire Transfers being processed. See the Quick Reference Guide – [eTreasury Commercial – Out of Band and Soft Token](#).

To Begin


In Payments and Transfers – Select:

Wire Payments

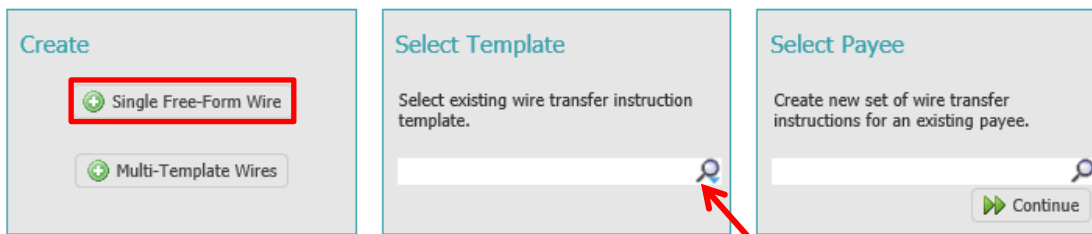


There are four steps to create a Wire Payment: 1) Select, 2) Request, 3) Review and 4) Complete. These steps are displayed at the top of the screen throughout the payment creation process.

Wire Transfer

 The cutoff time for Wire Transfers is 5:30 PM EDT. All current day processing must be complete by this time.

— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —



Single Free Form – Create a one-time wire without using a predefined template.

Use a Template – Create a new template or use an existing one. Use the drop down arrow to select from existing templates.

Payees – Create a wire using the information of an existing payee. Type any portion of the payee’s name in the field and select one of the options from the menu that populates.

Multi-Template Wires – Easily process multiple wire templates. Select the template by typing in the box. Use the pencil to edit amounts and reference information.

Foreign Currency Wires – Wire money in foreign currency.

Creating a New Free Form Wire Transfer

— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete

Account Information

* Payment Date

* Debit Account

* Originator Name

* Originator Address 1

* Originator Address 2

Originator Address 3

* Payment Currency

* Amount

Select the **Payment Date & Account** to debit.

Your Originator Information will default in.

Select the **Payment Currency**. Wires may be sent in US Dollars or Foreign Currency (FX).

Enter the **Amount** you are wiring.

Enter the Beneficiary information under **Beneficiary/Payee Information**. Beneficiary address and Country is required.

<p>Beneficiary / Payee Information</p> <p>* Name <input type="text"/></p> <p>* Beneficiary ID Type <input type="text" value="Account Number"/></p> <p>* Beneficiary ID <input type="text"/></p> <p>* Address 1 <input type="text"/></p> <p>* Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>Note: P.O. Boxes are not valid</p> <p>* Beneficiary Country <input type="text" value="None Selected"/></p> <p>Contact Name <input type="text"/></p> <p>Phone Number <input type="text"/></p>	<p>Beneficiary Bank Information</p> <p><u>Bank Lookup</u></p> <p>Name <input type="text"/></p> <p>Beneficiary Bank ID Type <input type="text" value="None Selected"/></p> <p>Beneficiary Bank ID <input type="text"/></p> <p>* Address 1 <input type="text"/></p> <p>* Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>International Bank <input type="checkbox"/></p> <p>* Beneficiary Bank Country <input type="text" value="None Selected"/></p> <p>Intl Routing Number <input type="text"/></p>
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Use the **Bank Look up** field to find bank information if you know either the Bank name or ABA.

Beneficiary ID Type – The account number of the Beneficiary/Payee

Beneficiary Bank address and Country is required.

You should expand the **Additional Bank Information** field for all **International Wires**. Lakeland Bank requires a Correspondent bank, as we are not an International Bank. Unless otherwise noted on your wiring instructions, the Correspondent and the Intermediary Bank would be the same NY based bank.

Additional Bank Information

<p><u>Correspondent Bank Lookup</u></p> <p>Correspondent Bank ID Type <input type="text" value="None Selected"/></p> <p>Correspondent Bank ID <input type="text"/></p> <p>Correspondent Bank Name <input type="text"/></p>	<p><u>Intermediary Bank Lookup</u></p> <p>Intermediary Bank ID Type <input type="text" value="None Selected"/></p> <p>Intermediary Bank ID <input type="text"/></p> <p>Intermediary Bank Name <input type="text"/></p>
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Additional Reference Information

Purpose Of Payment

Additional Information For Beneficiary

Note: Maximum 35 characters per field

Save As Repetitive Template

Save As Payee

Notify Me Pending Actions: Notify via EMAIL
Pending Release: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL

Enter **Purpose Of Payment** if necessary.

If required, enter any additional information in the 4 **Additional Information For Beneficiary** fields.

Select **Request Transfer**

The Wire Transfer will appear for your review. Here you may **Edit** or **Cancel** the wire.

Select **Confirm** to initiate the Wire Transfer.

Enter your reverification passcode. *See instructions on [Setting up Out of Band Authentication for ACH and Wire Transfer](#).

Please Reverify

Please enter your passcode

Click **Submit**.

*Please note the wire will **NOT fully submit until this next step is completed**.

Go to **Payments & Transfers – Payment Activity** to release the wire.

Payment Activity : Current Activity

	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00 (0)	\$25.00 (1)	\$0.00 (0)	\$25.00 (1)
Pending Approval	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Pending Release	\$0.00 (0)	\$25.00 (1)	\$0.00 (0)	\$25.00 (1)
Other Pending	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
COMPLETE	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Successful	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Unsuccessful	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
ALL	\$0.00 (0)	\$25.00 (1)	\$0.00 (0)	\$25.00 (1)

[Hide Status Detail](#) [Refresh](#)

Search Transactions

Prev 1 Next Go to page 1 Showing 1 - 1 of 1 Items to display: 10 20 50

+ / -

DWR-00000656 **\$25.00** Pending Release

Payment Date: 10/10/2019

View the details, Approve (if applicable), Release, Approve and Release or Cancel the wire from this screen.

Select **Release**.

Payment Activity

You may view Current Activity, Future Payments, Payment History, and any Recurring ACH Transfers under the **Payments & Transfers Tab** then select **Payment Activity**. Here you can view outstanding approvals or review the status of the payment.

Payments & Transfers

- Payment Activity** ←
- Current Activity
- Future Payments
- Payment History
- Recurring Transfers

You may also view outstanding approvals from the **Dashboard** under **Actions Center** or you can make this your Homepage.

DASHBOARD ACCOUNT INFORMATION PAYMENTS & TRANSFERS CONTROL & RECON

Welcome to Lakeland Bank eTreasury Commercial [Make this my home page](#)

Managing Templates

Manage/Create Templates

Select this option to create new or edit created templates.

You may create a new template or a new template using an existing payee.

Select **Create Template**

ACTION CENTER

- 0 ACH Approvals Pending
- 0 **Wire Approvals Pending**
- 0 Transfer Approvals Pending
- 0 Expired Payments
- 0 Users Locked Out

Wire Transfer : Manage Templates

Search Templates

Template Name	Beneficiary Bank Name
Correspondent Bank ID	Beneficiary Bank ID
Amount	Beneficiary Name
Debit Account	Beneficiary ID

Show 10 results per page, sorted by Template Name in ascending order, including summary

[Search Templates](#) [Create Template](#) [Print Report](#)

No Results

Select Free-Form Template – Create

Wire Transfer : Manage Templates

Free-Form Template

Create new set of stored wire transfer instructions.

[Create](#)

Enter Payee and Search

Create new set of stored wire transfer instructions for an existing payee.

[Continue](#)

[Return](#)

Select the type of template you want to create under **Template Settings**.

Wire Transfer Template Maintenance

Template Settings

Repetitive Template Semi-Repetitive Template

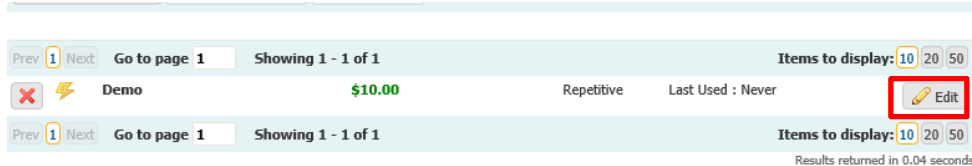
* Template Name

Repetitive Template – used for recurring wire transfers with no changes to any fields – Same payee, Account and Dollar amount, and reference information. Changes may be made to Date, Exchange Rate for FX wires, Notify Me options and Recurring Transfer options.

Semi Repetitive Template – For recurring wires where the Dollar Amount, Purpose of Payment or Additional Reference information may change.

Follow the steps to create a wire and select Save Template.

The Template may be edited after creation by selecting the Edit button.



Change any information necessary and Click **Save Template**. You cannot change a repetitive template to a semi repetitive template or vice versa. A new template must be created.

Payee Maintenance – Under the Payments & Transfers tab, Payee Maintenance provides the ability to create and edit all payees assigned to a specific company for Wire Transfer, ACH or both. Users may search for payees, using various search options. Accounts and bank information may also be modified to accommodate changes to payees, based on the company's needs. This creates a template under the Payee name.

Complete the Payee setup

Create Payee

Payee Information

* Payee Name	<input type="text"/>	Display Name	<input type="text"/>
* Payee ID	<input type="text"/>	Address 1	<input type="text"/>
* Payee Type	None Selected <input type="button" value="v"/>	Address 2	<input type="text"/>
		Address 3	<input type="text"/>
		Note: P.O. Boxes are not valid for Wire Transfers	
		Email Address	<input type="text"/>

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account
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No accounts defined for payee

Select **Add Account**

Add Payee Account

Account Information

* Account Name

* Beneficiary ID Type

* Account Number

ACH Information

Account can be used in ACH Templates and Batches

Wire Information

Account can be used in Wire Templates and Transactions

Choose if the payee will be for wire, ACH or you may select both.

Wire Information
Account can be used in Wire Templates and Transactions

Bank Lookup	Correspondent Bank Lookup
Beneficiary Bank ID Type <input type="text" value="None Selected"/>	Correspondent Bank ID <input type="text"/>
Beneficiary Bank ID <input type="text"/>	Correspondent Bank ID Type <input type="text" value="None Selected"/>
Beneficiary Bank Name <input type="text"/>	Correspondent Bank Name <input type="text"/>
* Bank Address 1 <input type="text"/>	Intermediary Bank Lookup
* Bank Address 2 <input type="text"/>	Intermediary Bank ID <input type="text"/>
Bank Address 3 <input type="text"/>	Intermediary Bank ID Type <input type="text" value="None Selected"/>
International Bank <input type="checkbox"/>	Intermediary Bank Name <input type="text"/>
* Beneficiary Bank Country <input type="text" value="None Selected"/>	
International Routing Number <input type="text"/>	
* Beneficiary ID Type Account Number	
* Beneficiary ID 2564789	
* Beneficiary Country <input type="text" value="None Selected"/>	
Contact Name <input type="text"/>	
Phone Number <input type="text"/>	

Save Account Cancel

Complete the Wire Information

Click **Save Account**

For assistance with Payments processing please call us at 866-224-1379 or email us a support@lakelandbank.com.