

# Onsite Banker Plus

## Quick Reference Guide



### Domestic Wire Payment Template

#### Domestic Wire Payment Template

A domestic wire payment creates an electronic funds transfer from payer to payee within the United States.

**To create a domestic wire payments template:**

1. From the Slide-out menu, select Payments & Transfers>Payment Center.
2. Scroll to Payment Templates, and click Create Payment Template.
3. Use the Payment Type drop-down to select Domestic Wire.
4. Enter the template name.
5. In the Originator Information section, select the From account.
6. (optional) In the Beneficiary Information section, enter the beneficiary address lines.
7. Use the Offset Account drop-down menu to select an account.

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The screenshot shows the 'Create Wire Template' interface. At the top, there's a header with a back arrow, the title '< Create Wire Template', and a balance of '\$0.00'. Below this, the form is divided into several sections:

- PAYMENT TYPE:** Set to 'Domestic Wire'.
- TEMPLATE NAME:** A text input field.
- ORIGINATOR INFORMATION:**
  - FROM ACCOUNT:** A dropdown menu showing 'Test Checks - \*\*\*\*8003 (\$0.0...'.
- BENEFICIARY INFORMATION:**
  - NAME:** A text input field.
  - ADDRESS LINE 1:** A text input field.
  - ADDRESS LINE 2:** A text input field, marked as 'Optional'.
  - ADDRESS LINE 3:** A text input field, marked as 'Optional'.

8. Under Payment Details, use the **Bank Code/Name** drop-down menu to select the code and name of the beneficiary bank.
9. Enter the beneficiary account number.
10. (optional) If you want to associate a set payment amount with this template, enter it in the **Amount** field.
11. (optional) If you want to enter intermediary bank information, expand the **Intermediary Bank** section, and select a bank code for the first intermediary bank.
12. (optional) If needed, click **Add 2nd Intermediary Bank** to add another bank. Select a bank code for the second intermediary bank.
13. (optional) If desired, expand the **Originator to Beneficiary Information** section, and add up to four lines of information for the beneficiary.

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14. (optional) If desired, expand the **Bank to Bank Information** section, and add up to six lines of information from originator to beneficiary bank.

15. When you have finished, click **Save**. If wire payments are set up to require approval, click **Submit for Approval**. The Payment Center workspace returns with a confirmation message, and the template appears in the list of templates.

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### Contact Information



#### Electronic Services

1-800-829-8629

[www.westamerica.com/business/onsite-banker-plus/upgrade-resources/](http://www.westamerica.com/business/onsite-banker-plus/upgrade-resources/)

