

Creating an International Wire

- 1. Click on 'Payments' under the 'Payments Hub' menu.
- 2. Click on 'New Payment.
- 3. Select 'International Wire'

VERITEX CONNENTION	Good Morning, Cory Test
CUT OFF TIMES: International Wires - 2:00 PM Central; ACH Transactions- 6:00 PM Central; Domestic Wires - 5:00 PM Central	×
A My Accounts Payments Hub	
Transfers & Activity MAKE A PAYMENT	
Payments Hub A New Payment	
Payments PAYMENT TEMPLATES	
Recipients New Template Q. Search templates	
ACH Pass-Thru 6 Results Filters AII ACH Batch ACH Collection Domestic Wire International Wire Payroll	

- 1. Select desired subsidiary in the 'From Subsidiary' drop-down menu.
- 2. Select originating account in the 'Account' drop-down menu.
- 'Process Date' can only be selected when USD is the selected currency. Future dated wires are unavailable for payments made in a foreign currency.
- 4. Click on 'Set Schedule' to make the wire recurring. This option is only available when **USD** is the selected currency.
- 5. Select 'Recipient/Account' from dropdown.
- 6. Select desired currency.
- 7. Select if you would like to enter the amount in the foreign currency or US Dollars.
- 8. Enter 'Amount'. **Note:** Rates Displayed below the entered amount are estimates only and subject to change at the time of authorization.
- 9. Enter 'Purpose of Wire'.

 Transaction Information ATTENTION: THE RATES DISPLAYED 	ON THE SCREEN ARE ESTIMATES ONLY AND SUBJECT TO CHANGE AT THE TIME OF	F AUTHORIZATION.
nternational Wire	hange Type	
Drigination Details From Subsidiary	Account	
Drigination Details From Subsidiary VERITEX COMMERCIAL TEST *****9829	Account Commercial Checking x000002607 \$10.37	
Drigination Details From Subsidiary VERITEX COMMERCIAL TEST *****9829 Process Date	Account Commercial Checking xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	

Recipient/Account	Currency	Enter amount	in	Amount	
SWIFT/BIC	EUR - Euro	EUR	\sim	€	99.20
		Rate: 1.1059			USD \$10
Account	Process Date				
xxxxxx2508 \$2	93.78				
	(i) This transaction c	annot be future dated.			
Purpose Of Wire @					
all post of the o					
Invoice #12122022AV					

Questions? Call our customer support. Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

- 10. Click on 'OPTIONAL WIRE INFORMATION' to expand additional fields.
- 11. Enter 'Other Information/Further Credit To' for each wire. (Optional)

NOTE: Additional details entered in the 'Other Information/Further Credit To' field will be delivered to 'Recipient' with 'Wire'.

12. Enter 'Discription' for each wire. (Optional)

NOTE: Additional details entered in the 'Description' field will be for internal online banking reference. Is not delivered with 'Wire'.

OP	PTIONAL WIRE INFORMATION
0	ther Information/Further Credit To 💿
F	Payment to Account 12345
De	escription 💿
(December Payment

13. Click on 'Draft' or 'Approve' depending on user rights. **Note:** Rates Displayed below the entered amount are estimates only and subject to change at the time of authorization. Leaving a transaction in 'Drafted' status before authorization may increase the likelihood of rate changes.

NOTE: Click on 'Draft' to 'Save' the 'Wire' for 'Users' with 'Approval Rights'.

NOTE: Click on 'Approve' to 'Approve' the 'Wire' with your 'Token'.

~		IONAL WIRE INFORMATION
	+ Add another wire	
	+ Add another wire	



Managing Wires

NOTE: 'Users' with 'Approval Rights' can 'Approve' the 'Wire' that was 'Drafted' in the 'Activity Center'.

- 14. Click on 'Activity Center' under the 'Transaction' menu.
- 15. Click on the three dots on the right-hand corner for the 'Wire' and click on 'Approve' from the 'Actions' drop-down.

NOTE: You can 'Toggle Details', 'Cancel Wire', Inquire' about 'Wire', 'Copy', or 'Print Details' for the wire.

*If you are needing to 'Cancel' a 'Wire' and the 'Cancel' option is not available, call Treasury Support – 972-349-6195.

- 16. Click on 'Confirm'.
- 17. Enter 'Token' code.
- 18. Click 'Verify'.
- 19. 'Approval Successful' message will appear on screen. Click on 'Close' to return to 'Activity Center' screen.
- 20. To review final contracted rate for foreign currency payments, please review the transaction in your 'Activity Center'

*If you would like to setup 'Wire Notifications' for both 'Incoming' and/or 'Outgoing' 'Wires' please send email to treasury@veritexbank.com with a list of accounts you would like them for and a list of who should receive the notices along with their email.





