

How to add an International Wire Beneficiary

Before you can send an international wire, you will first need to add a payee/beneficiary with all of their receiving bank information. Once you add the payee, they will be saved for any future payments.

01 Navigate to Beneficiary Information

- From the left navigation menu, click **International Wires**
- From the International Wire Dashboard, click **Beneficiaries** and then **Beneficiary Maintenance**
- From the center of the Beneficiary Maintenance screen, click **Create New Beneficiary**

02 Complete General Beneficiary Information

- Enter your beneficiary's general information:
 - **Payment Identifier** - this is an internal nickname for you to identify your beneficiary
 - **Pay By Currency** - currency type
 - **Method of Payment** - wire
 - **Country of Beneficiary's Bank** country where the beneficiary's bank is located
 - **Beneficiary Classification** - individual or business
 - **Additional Classification** (business only) - business type

03 Complete Beneficiary Bank Information

- Enter your beneficiary's bank information manually or use the Bank/IBAN Lookup tool to locate and autofill the information.
- For more information on Bank Lookup, see our guide for **How to use the Bank Validation Tools**

04 Finalize Beneficiary Information

- Enter the contact details for your beneficiary:
 - **Name** - beneficiary name that matches their account
 - **Address** - beneficiary physical address (PO Boxes are not permitted)
 - **Payment Reference** - this is not required but can be used as a reference between you and your beneficiary like a vendor account number
 - **Purpose of Payment** - the reason you will be paying this beneficiary
- If you selected to receive notifications when payments are released, enter the delivery addresses and message:
 - **Internal Payment Alert** - your email address to receive notifications
 - **External Payment Alert** - your beneficiary's email address to receive notifications
 - **Internal Message to MainStreet Bank** - message to be delivered to all recipients

05 Finalize & Save

- Check the box to confirm the details you entered are authentic, accurate, and authorized and click **Save**