MainStreetBank DIGITAL BANKING

How to send an International Wire

Before you can send an international wire, you will first need to add a payee/beneficiary with all of their receiving bank information. For more information on adding beneficiaries, see our guide for **How to add an International Wire Beneficiary.**

01 Navigate to Make Payments

Please note: If your organization has multiple companies, you will first need to select the affiliate/division you want to send the wire from by accessing your Organizational Chart in the upper left corner of your dashboard.

- From the top navigation, click the **Payments** dropdown and select **Make Payments**

02 Complete New Payment Information

- Enter all required payment information
  - **Beneficiary** - search and select the beneficiary from your available list of beneficiaries
  - **Payment Method** - wire
  - **Payment Currency** - the currency type accepted in the destination country
  - **Settlement Account** - your account that you want to send the wire from
  - **Settlement Currency** - USD
  - **Estimated Delivery Date** - the estimated date the beneficiary will will receive funds if the payment was sent today
  - **Amount** - the amount you want to send
  - **Payment Reference** - an optional field that can be used as a reference for this specific payment like a purchase order or invoice number
  - **Purpose of Payment** - select the reason you are sending the payment
  - **Internal Note** - an optional note that can be used for internal reporting
  - **Remitter** - search and select your company name matching your Settlement Account
  - **Attachments** - an optional selection that can be used to include any supporting documentation to be used for internal reporting

03 Submit Payment

- Once all of your payment details have been entered, click **Add Payment**
- Your payment is now in the queue for MainStreet Bank to process and no further action is required by you to send your payment unless your organization has chosen to utilize the dual control feature
  - If your organization utilizes dual control, see our guide for **How to approve an International Wire**
- We check our queue periodically throughout the day and will process any pending payments as soon as we see them