



# Domestic Wire Recipients

*To create or edit Domestic Wire recipients.*

*For instructions on how to send a domestic wire, please see the Domestic Wire user guide.*

Click an account tile to view details and transaction history.

- Home
- Message Center
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox
- Tax Payment
- Merchant Services
- Recipient Address Book
- Subsidiaries
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings

## Home

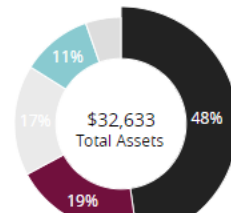
### ACCOUNTS

Current: \$1,786,684.23

<b>BUSINESS REPO CD **0001</b> Available Balance <b>\$15,570.39</b> Current Balance \$15,570.39	<b>COMMERCIAL REVOLVING... 200200</b> Current Balance <b>\$1,011,399.85</b> Available Balance \$988,600.15
<b>COMMERCIAL TERM LOAN 300200</b> Current Balance <b>\$742,651.74</b>	<b>COMMERCIAL CHECKING **7245</b> Available Balance <b>\$3,494.98</b> Current Balance \$3,494.98
<b>COMMERCIAL CKG W/INT **4277</b> Available Balance <b>\$6,344.41</b> Current Balance \$6,344.41	<b>COMMERCIAL CKG W/INT **7757</b> Available Balance <b>\$5,471.50</b> Current Balance \$5,471.50
<b>INSTITUTIONAL MMKT **6030</b> Available Balance <b>\$1,751.36</b> Current Balance \$1,751.36	

### ACCOUNT SUMMARY

Assets Debits



<b>BUSINESS REPO CD</b> ****0001	47.71%
Available Balance	\$15,570.39
Current Balance	\$15,570.39
<a href="#">View Transactions</a>	

Action Required

International Wire 1

[View in Online Activity Center](#)

[DepositPartner](#)

[Positive Pay](#)

To create a Domestic Wire Recipient, select **Recipient Address Book** under the **Cash Management** menu

Click **New Recipient** to start building your domestic wire recipient.

## Recipients

[New Recipient](#)

Payments

ACH Pass-Thru

DepositPartner - SSO

Lockbox

Tax Payment


Merchant Services

**Recipient Address Book**

Subsidiaries

Positive Pay

Small Business Credit C...

 Transfers & Payments Locations & ATMs Reports Services Help Settings Log Off

Name

Email Address

Number of Accounts

Actions

Andy Dufresne (123456)

2

⋮

Brooks Hatlen

1

⋮

Byron Hadley

1

⋮

Donald Duck

1

⋮

Loch Ness Tours

1

⋮

Mickey Mouse

1

⋮

Red Redding

1

⋮

Samuel Norton

1

⋮

- Home
- Message Center
- Transactions
- Cash Management
- Payments
  - ACH Pass-Thru
  - DepositPartner - SSO
  - Lockbox
  - Tax Payment
  - Merchant Services
  - Recipient Address Book**
  - Subsidiaries
  - Positive Pay
  - Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings
- Log Off

## Add Recipient

Display Name \*

Email Address

Send email notifications for template payments

Accounts (1)

+ Add account

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

ACH and Wire

Beneficiary Type

Domestic

Account Type \*

Select Account Type

Account \*

Financial Institution (FI)

Refined Search

ACH Routing Number \*

Search by name or routing #.

Beneficiary FI ⓘ

Name \*

Country \*

United States

FI ABA Number \*

Address 1

Address 2

City

State

Select State

Postal Code

Receiving FI ⓘ

Name

Wire Routing Number

Fill in the fields at the top of the page.

**Display Name:** The name that will appear for this recipient within AccessJFG.

**Email Address:** Optional field. You can choose to use the email address for payment notifications to be sent to the recipient.

- Home
- Message Center <sup>30</sup>
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox
- Subsidiaries
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings
- Log Off

## Add Domestic Wire Recipient

**Display Name \*** 
**Email Address** 
 Send email notifications for template payments

**Accounts (1)** + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

**Payment Type** 
**Beneficiary Type**

**Financial Institution (FI)**  [Refined Search](#)

**Name \*** 
**Country \*** 
**FI ABA Number \***

**Address 1** 
**Address 2** 
**City**

**State** 
**Postal Code**

**Receiving FI** ⓘ  
**Name** 
**Wire Routing Number**

**Intermediary FI** ⓘ  
**Name** 
**Country** 
**Wire Routing Number**

From the **Payment Type** dropdown menu, select **Wire Only**

Book

- Home
- Message Center
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox
- Tax Payment
- Merchant Services
- Recipient Address Book**
- Subsidiaries
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings
- Log Off

## Add Domestic Wire Recipient

Display Name \*  Email Address

Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Ro
Account - New	ACH and Wire	N/A	

Payment Type

Beneficiary Type

Account \*

From the **Beneficiary Type** dropdown menu, select **Domestic** if not already chosen.

Beneficiary FI ⓘ

Name \*  Country \*  FI ABA Number \*

Address 1  Address 2  City












State  Postal Code

Receiving FI ⓘ

Name  Wire Routing Number

Intermediary FI ⓘ

Name  Country  Wire Routing Number

-  Home
-  Message Center 30
-  Transactions v
-  Cash Management ^
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox
- Tax Payment
- Positive Pay
- Small Business Credit C...
-  Transfers & Payments v
-  Locations & ATMs
-  Reports v
-  Services v
-  Help v
-  Settings v i
-  Log Off

## Add Domestic Wire Recipient

**Display Name \*** 
**Email Address** 
 Send email notifications for template payments

[+ Add account ^](#)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

**Payment Type** 
**Beneficiary Type**

**Account \*** 
**Financial Institution (FI)**

**Beneficiary FI** ⓘ

**Name \*** 
**Country \*** 
**FI ABA Number \***

**Address 1** 
**Address 2** 
**City**

**State** 
**Postal Code**

**Receiving FI** ⓘ

**Name** 
**Wire Routing Number**

**Intermediary FI** ⓘ

**Name** 
**Country** 
**Wire Routing Number**

Enter the recipient's **Account** number.

## Add Domestic Wire Recipient

In the **Financial Institution (FI)** field, enter the routing number provided in your wire instructions.

The system will do a search for that Routing Number or Bank Name. If the Routing Number is in the database, you will see it listed. Click on the bank name to load in that bank's information in the Beneficiary FI section.

Note, not all routing numbers are in the database. If the routing number provided in your instructions doesn't appear in the search, you will need to manually enter the recipient's bank information into the Beneficiary FI section. If you see a matching bank name with a different routing number from your instructions, please **DO NOT** choose that routing number.

Email Address

 Send email notifications for template payments[+ Add account](#)

Payment Type

Financial Institution (FI)

Routing Number

ACH and Wire

N/A

Beneficiary Type

Domestic

Financial Institution (FI)

Refined Search

07591185

JOHNSON BANK

555 Main St, Ste 100 Racine WI, 53403

FI ABA Number \*

Wire ABA Number

075911852

ACH ABA Number

075911852

Address 2

City

Postal Code

Wire Routing Number



If the Routing Number was in the search list, the Name and Address for the Beneficiary FI will prefill in. If it wasn't listed, enter the Beneficiary FI Name, Routing Number and address in the **Beneficiary FI** section.

When completed, click the blue button with a checkmark to save the account information.

If your instructions list a **Receiving FI/Intermediary FI/Correspondent FI**, fill in that information in the **Receiving FI** fields. Otherwise, those fields are optional. **DO NOT** use the **Intermediary FI** fields. For more information regarding **Receiving FI/Intermediary FI/Correspondent FI** instructions, please see **pages 13-15** at the end of this user guide.

Payment Type Wire Only		Beneficiary Type Domestic	
Account * 987654321		Financial Institution (FI) <span>Refined Search</span> Search by name or routing #.	
<b>Beneficiary FI</b>			
Name * JOHNSON BANK	Country * United States	FI ABA Number * 075911852	
Address 1 * 555 Main St, Ste 100	Address 2	City * Racine	
State * Wisconsin	Postal Code * 53403		
<b>Receiving FI</b>			
Name	Wire Routing Number		
<b>Intermediary FI</b>			
Name	Country	Wire Routing Number	
Address 1	City		
State Select State			

## Add International Wire Recipient

Display Name \*  Email Address \*   Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - *5309	Wire Only	Bank of Scotland plc	N/A

## Recipient Details

Wire Name \*  ACH Name  ACH ID

Country  Address 1 \*  Address 2 \*

Address 3

Templates (0)

Finally, fill in the **Recipient Details**. For a domestic wire recipient, you will need to fill in:

**Wire Name:** The name by which the recipient is known to its bank. AKA the Account Title or Account Name.

**Address Information:** Fill in the Beneficiary's address.

Click **Save Recipient** when completed.

Please note, if the wire is being sent to a third-party bank with "For Further Credit To" instructions, the recipient details should be the address of the recipient's FI, not the recipient's address. See Page 15 for further information.

Home
Message Center
Transactions
Cash Management
Payments
ACH Pass-Thru
DepositPartner - SSO
Lockbox
Tax Payment
Merchant Services
<b>Recipient Address Book</b>
Subsidiaries
Positive Pay
Small Business Credit C...
Transfers & Payments
Locations & ATMs
Reports
Services
Help
Settings
Log Off

## Recip

New

Name

Andy D

Brooks

Byron Hadley

Donald Duck

International Wire Recipient

Loch Ness Tours

Mickey Mouse

Red Redding

Samuel Norton



## Recipient Saved

Recipient International Wire Recipient has been successfully saved.

Close

You will receive a confirmation screen, confirming the creation of the new recipient.

Click **Close** to be returned to the Recipient Address Book.

- Home
- Message Center
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox
- Tax Payment
- Merchant Services
- Recipient Address Book**
- Subsidiaries
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings
- Log Off

## Recipients

New Recipient

Name	Email Address	Number of Accounts
Andy Dufresne (123456)		
Brooks Hatlen		
Byron Hadley		
Donald Duck		
International Wire Recipient	Email@Email.com	
Loch Ness Tours		
Mickey Mouse		
Red Redding		
Samuel Norton		

You will see your new recipient listed in your Recipient Address Book.

If you need to edit or delete a recipient, click the **kabob** menu and choose either **Edit** or **Delete**.

For instructions on how to send a wire to your newly created wire recipient, please see the Domestic Wire user guide.

Click to view recipient actions

- Edit
- Delete
- Payment History

## Notes about wires being sent with instructions for a Receiving FI/Intermediary FI/Correspondent FI

Some smaller Financial Institutions (FI) are not setup to receive wires directly and those wires need to go through a third-party FI. In those cases, your wire instructions will provide extra information for how the wire needs to be processed. There are two main ways wires are processed through a third-party FI.

- 1) The routing number is provided for both the Beneficiary's FI as well as the FI the wire will pass through.
- 2) An account number is given for both the recipient as well as the receiving FI at different FI. Instructions should include language needing to be added saying "For Further Credit To"

Please see the next two pages for information on both of those wire types.

The routing number is provided for both the Beneficiary's FI as well as the FI the wire will pass through.

If the instructions provided include routing numbers for two FIs, the wire will be passing through one FI that will then route it to the finally beneficiary's bank. In this case, you will enter the final beneficiary's FI information in the Beneficiary FI section, following the instructions from the previous pages. The FI that acts as the pass-through FI will be entered into the Receiving FI section; if you choose the Beneficiary FI from the FI Search bar, the Receiving Bank may prefill in. In the hypothetical example pictured, Partners FCU is the beneficiary's FI and Bankers Bank will act as the pass-through FI.

In this situation, you will enter your beneficiary's information in the Recipient Details section at the bottom of the screen.

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type	Beneficiary Type	
Wire Only	Domestic	
Account *	Financial Institution (FI)	Refined Search
987654321	Search by name or routing #.	
Beneficiary FI ⓘ		
Name *	Country *	FI ABA Number *
PARTNERS FCU	United States	322274242
Address 1 *	Address 2	City *
5555 N Ctr Dr		Lake Buena Vista
State *	Postal Code *	
Florida	32830	
Receiving FI ⓘ		
Name *	Wire Routing Number *	
Bankers Bank	075912479	
Intermediary FI ⓘ		
Name	Country	Wire Routing Number
	United States	
Address 1		City
State	Postal Code	
Select State		

An account number is given for both the recipient as well as the receiving FI at a third-party FI. Instructions should include language needing to be added saying “For Further Credit To”

In this case, the instructions provided include account numbers for both the beneficiary as well as the beneficiary’s FI at a third-party FI. For this, the wire will be sent to an account that your beneficiary’s FI has with a third-party FI. The Account number entered in this section will be the account number of the FI and the Beneficiary FI information will be the third-party FI.

In this situation, you will enter your beneficiary’s FI information in the Recipient Details section at the bottom of the screen.

Your recipient’s account information should be listed when sending the wire in the Message to Beneficiary section labeled as either “For Further Credit To” or “FFC” followed by the beneficiary’s name and account number. See Domestic Wire User Guide for further information.

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A
<b>Payment Type</b> Wire Only		<b>Beneficiary Type</b> Domestic	
<b>Account *</b> 987654321		<b>Financial Institution (FI)</b> Refined Search <input type="text" value="Search by name or routing #."/>	
<b>Beneficiary FI</b> ⓘ			
<b>Name *</b> BANKERS BANK		<b>Country *</b> United States	<b>FI ABA Number *</b> 075912479
<b>Address 1 *</b> 7700 Mineral Point Rd		<b>Address 2</b>	<b>City *</b> Madison
<b>State *</b> Wisconsin		<b>Postal Code *</b> 53717	
<b>Receiving FI</b> ⓘ			
<b>Recipient Details</b>			
<b>Wire Name *</b> ⓘ Partners FCU		<b>ACH Name</b> ⓘ	<b>ACH ID</b> ⓘ
<b>Country</b> United States	<b>Address 1 *</b> 5555 N Ctr Dr		<b>Address 2</b>
<b>City *</b> Lake Buena Vista	<b>State *</b> Florida	<b>ZIP *</b> 32830	
<b>State</b> Select State		<b>Postal Code</b>	

In this hypothetical example, the wire recipient’s FI is Partners FCU, but the wire is being sent to Partners FCU’s account at Bankers Bank. When the wire is sent, instructions included in the Message to Beneficiary section will direct Partners FCU to credit this wire to the final recipient’s account.

# Additional Resources and Support

- For additional resources, including “how-to” guides, please visit our online Client Resources page at:
  - » <https://www.johnsonfinancialgroup.com/client-resources>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

