

# **New Domestic Wire**

Step 1: Navigate to <u>www.nicoletbank.com</u>. Click the Login button at the top right.

Step 2: Log in to Business Online (Treasury Management) using the Access ID and Password.

Step 3: Click the Payments and Transfers button, then click on Wire.

HOME ACCOUNTS PAYMENTS & TRANSFERS	psits ADI	MINISTRATION
Payments & Transfers		
Wire Select Wire Transfer Criteria		
Inquire Wire Transfer     Change Wire Transfer     New Wire Transfer     New Wire Transfer     New Wire Transfer     Review Wire Transfer     Wire Transfer Template     Review Wire Transfer Template     Foreign Exchange Contract     Multiple Wire Transfer Using Template	Transfer Type: Transfer Description: Date Range: Amount Range: Claim Namae: Reference Number: Wire Number:	Outgoing V 04/28/2021 To To To
	Submit	

Step 4: Select New Wire Transfer, Wire Type: Domestic and they click on submit.

Step 5: Fill in all the fields that have an \*

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* Transfer Description:		Recurring Frequency:		None
* Transfer Start Date:				
* Amount:		* From Account:	Select Account	~
Tax Identification Number:	* Nicolet ACH MG [XXX-XX-3333]			
Beneficiary				
* Identification Type:	DDA Account Number	Message To Beneficiary:		
* Identification Number:				
* Name:				
Address:				
Beneficiary Institution				
* Identification Type:	Fed Routing Number	* Name:		
* Identification Number:		Address:		
Receiving Institution				
* Routing/Transit number:				
Institution Name:				
(* Indicates Required Fields)				
	Save Proce	ess Cancel		

Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793



## **First Section:**

Transfer Description: Description of wire (ex: Wire to Beneficiary's Name)

Transfer Start Date: Effective date of the wire

Amount: Amount of wire

From Account: Select the account funds should be withdrawn from, using the drop down menu

## Second Section:

Identification Number: Beneficiary's account number

Name/Address: Beneficiary's name and address

Message to Beneficiary: This field is not required, but can be used to provide the beneficiary additional information (ex: reference number, invoice number)

## **Third Section:**

Identification Number: Beneficiary's routing number, once it has been typed in click on the binoculars next to the box and this will pre-fill the Bank Name and address in this section and it will also pre-fill the Routing/Transit number and Institution Name in the Fourth Section (Receiving Institution).

New Domestic Wire Using - Wire to Donald Duck			8 8	0
* Transfer Description:	Wire to Donald Duck	Recurring Frequency:	None	v
* Trassier Start Date:	04/26/2017			
* Amount	25.00	* From Account:	CHOCOLATE FACTORY	×
Tax Mentification Number:	Nicolet ACH MGR [DOX-XX-3333]			
Beneficiary				
* Identification Type:	DDA Account Number	Message To Beneficiary:	Invoice 323	
* Identification Number:	123456789			
*Name	Donald Duck			
Address:	123 Disneyland Lane			
	Orlando, FL 12345			
Beneficiary Institution				
*Identification Type	Fed Routing Number	*Name	NICOLET NATIONAL BANK	
*Identification Number:	075917937	Address:		_
			GREEN BAY WI	-
				-
Receiving Institution				
* Rooting Transit number:	075917937			
Institution Name:	NICOLET NATL BANK			
(* Indicates Required Fields)	Satte	ocess Cancel		

Step 5: Review all the information is accurate, they click **Process** at the bottom of the page

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Step 6: Once the wire has been processed, the system will provide a yellow "warning" page, letting you know the wire has been received by the bank. You can print the conformation page for your records and then click done.

# The following warning(s) occurred: TEST WIRE - PLEASE DELETE is pending client review.

User Limit Exceptions

This transfer requires approval because all wires have been configured for review For the Wire transfer to continue processing, 1 approval is required. Client Limit Exceptions This transfer requires approval because all wires have been configured for review

For the Wire transfer to continue processing, 1 approval is required.

Wire Transfer Summary		
Transfer Description:	TEST WIRE - PLEASE DELETE	
Effective Date:	02/13/2019	
Amount:	\$1.00	
Reference Number:	6ce4089929	
Wire Number:	Not Available	
	Done	

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