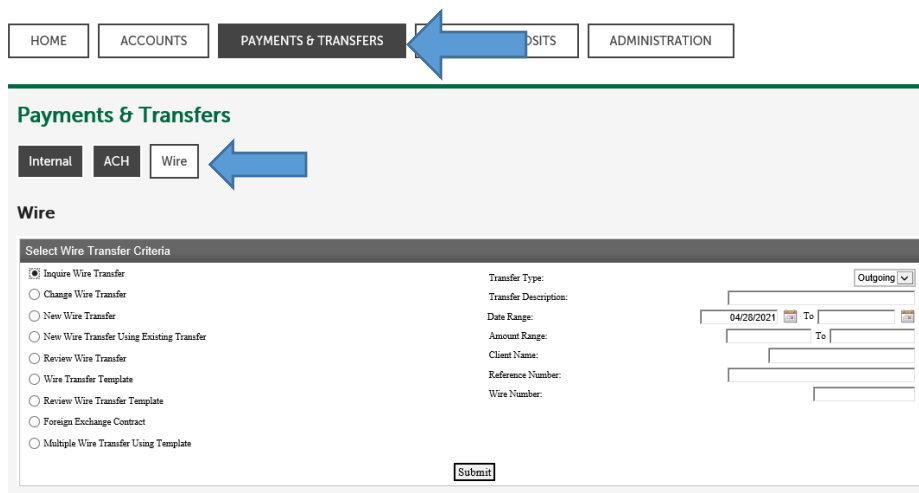


New International Wire

Step 1: Navigate to www.nicoletbank.com. 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.



The screenshot shows the Nicolet Bank Business Online interface. At the top, there are navigation buttons: HOME, ACCOUNTS, PAYMENTS & TRANSFERS, DEPOSITS, and ADMINISTRATION. A blue arrow points to the PAYMENTS & TRANSFERS button. Below this, the 'Payments & Transfers' section is active, showing three sub-sections: Internal, ACH, and Wire. A blue arrow points to the Wire button. Under the Wire section, there is a 'Select Wire Transfer Criteria' form. The form has a list of radio buttons on the left and a 'Transfer Type' dropdown on the right. The 'Inquire Wire Transfer' option is selected. The 'Transfer Type' dropdown is set to 'Outgoing'. There are also fields for 'Transfer Description', 'Date Range' (04/28/2021 to), 'Amount Range' (to), 'Client Name', 'Reference Number', and 'Wire Number'. A 'Submit' button is at the bottom right of the form.

Step 4: Select New Wire Transfer, Wire Type: International and they click submit:



The screenshot shows the 'Select Wire Transfer Criteria' form. The 'New Wire Transfer' radio button is selected. The 'Wire Type' dropdown is set to 'International'. The 'Submit' button is at the bottom right of the form.

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

Have questions or need further clarification?

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

* Transfer Description:		Recurring Frequency: None	
* Transfer Start Date:			
* Amount:		* From Account:	Select Account
Tax Identification Number:		Nicolet ACH MGR [00X-XX-3333]	
Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	
* Identification Number:			
* Name:			
Address:			
* Country:	None		
Beneficiary Institution			
* Identification Type:	Swift Bank Code	* Name:	
* Identification Number:		Address:	
		* Country:	None
Save		Process	
		Cancel	

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: Beneficiary's name

Address: Beneficiary's address (This field does not have an *, but we do require this section be completed for International wires)

Country: Select the appropriate country from the drop down box

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

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Third Section:

Identification Number: Beneficiary Banks Swift Code – a swift code is 8-11 characters

Name: Beneficiary Banks name

Address: Beneficiary Banks address (This field does not have an *, but we do require this section be completed for International wires)

Country: Select the appropriate country from the drop down box.

* Transfer Description: Wire to Donald Duck		Recurring Frequency: None	
* Transfer Start Date: 04/26/2017			
* Amount: 25.00	* From Account: CHOCOLATE FACTORY		
Tax Identification Number: Nicolet ACH MGR [000-XX-3333]			
Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary: Invoice 323	
* Identification Number: 123-456789-854			
* Name: Donald Duck			
Address: 123 Disneyland Lane			
	Hong Kong		
* Country: Hong Kong			
Beneficiary Institution			
* Identification Type:	Swift Bank Code	* Name: HSBC HONG KONG	
* Identification Number: HSBCHHHH		Address: 1 QUEENS ROAD CENTRAL	
		HONG KONG	
		* Country: Hong Kong	
<input type="button" value="Save"/> <input type="button" value="Process"/> <input type="button" value="Cancel"/>			

Step 6: Review all the information is accurate, they click **Process** at the bottom of the page.

Step 7: 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.

<p>The following warning(s) occurred: TEST WIRE - PLEASE DELETE is pending client review.</p> <p>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.</p> <p>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.</p>	
Wire Transfer Summary	
Transfer Description:	TEST WIRE - PLEASE DELETE
Effective Date:	02/13/2019
Amount:	\$1.00
Reference Number:	664089929
Wire Number:	Not Available
<input type="button" value="Done"/>	

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Important Notes:

International wires being sent to certain countries may require additional information to process the wire. This additional information would be entered in the Message to Beneficiary section.

- **Iban:** This contains the country code, branch code, and the beneficiary's account number. Iban's are required for these countries: Andorra, Austria, Bahrain, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faeroe Islands, Finland, France, Georgia, Germany, Gibraltar, Great Britain, Greece, Greenland, Guernsey, Hungary, Iceland, Ireland, Isle of Man, Italy, Jersey, Jordan, Kazakhstan, Kuwait, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Palestinian Territory, Poland, Portugal, Qatar, Romania, San Marino, Saudi Arabia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tunisia, Turkey, United Arab Emirates
- **Sort Code:** This is 6 numeric characters in length and identifies the specific branch of the bank. A sort code is required for wires being sent to the United Kingdom.
- **Clabe:** This is 18 digits long. It identifies the bank, branch location, account number and check digit. A clabe is required for wires being sent to Mexico.
- **Transit Code:** This is a 5 digit code that identifies the branch. A transit code is required for wires being sent to Canada.
- **BSB:** This is 6 numeric characters in length and identifies the bank, state, and branch. BSB is strongly recommended for wires being sent to Australia.
- **IFSC:** This is 11 alpha-numeric characters in length and identifies the bank and branch. IFSC is required for wires being sent to India.

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