

Business Wires

Welcome to Business Wires from The Cooperative Bank of Cape Cod. We are confident that you will enjoy the new user interface and streamlined process. This document will help guide you through using this new and improved service.

WIRE ACCOUNTS

You may initiate Wire transactions only from company accounts that have been approved by the Bank. These companies will be listed under Company Name in the wire setup. Please be sure that the Company Name is the same name as the Offset Account. **Please contact Cash Management Support if you do not see the appropriate Company Name or Account.**

ADD/EDIT/DELETE A PAYEE (BENEFICIARY)

To add a new Payee, click on **Business Admin** and select the **Payees** tab. Click on the **Add New Payee**.

If you enter an email address for the Payee, you will have the option to send an email to the Payee when a Wire is sent.

Wire payees require the Payee's address and Beneficiary FI and account information.

To change a Payee's payment instructions, click on the Payee's name and click the pencil icon next to the payment method. As a fraud prevention measure, we strongly recommend that you verify by phone any changes to a Payee's payment details.

ORIGINATE A WIRE TRANSACTION

Business Wires offers a convenient process for sending same day, future-dated, domestic and international Wire transfers. From the Main Menu, click on **Business** and then **Business Wires**. You will be taken to the **Submission** page where you can set up your Wire.

- Select your Payee
 - Click into the payee box to select an existing Payee OR click Enter Payee Manually
 - Payees can also be managed under the **Business Admin** menu option
 - **Save your Payee for future use if this is a recurring wire**
 - Set up a Payee's Email address as part of the Payee payment details.
 - A future enhancement includes email alerts to Payees when a wire transfer is made (is this true??)
- Select your Funding Account
- Select your Company Name
 - **Be sure your Company Name matches the company name of your Funding Account**
- Enter the Amount of the Wire transfer
- Select a Send On date
- Add Originator to Beneficiary Info (optional)
- Review Payment Summary on right
- Click Confirm Payment

Payee Details

Payee *

[Enter payee manually](#)
[Edit payee account](#)

Funding Account *

Company Name *

Amount * [Show Limits >](#)

Frequency

Send On *

Originator to Beneficiary Info

17 / 140

Payment Summary

You Send \$1.00 USD

Funding Account **Stark Operating**
*****4854 **\$22,080.03**

Payee Bruce Banner

Payee Account PAYEE'S FINANCIAL INSTITUTION

CAPE COD CO-OPERATIVE BANK
HYANNIS, MA

Routing Number 211371641
Account Number 1865

Frequency One Time

Send On 05/20/2025

Originator to Beneficiary Info Test invoice 1234

Cut-off time 04:00 PM (Eastern Standard Time) [Confirm Payment](#)

- Once you click Confirm Payment, you will Review your wire and click Submit.

Review and Submit ✕

You Send \$1.00

Funding Account **Stark Operating** *****4854

Payee Bruce Banner

Payee Account Banner Test ▾

Frequency One time

Send On 05/28/2025

- Verification Needed - enter your 2FA or hard token security code. Click Verify
- If you have Dual Control enabled, approval is required (see below)

APPROVE A WIRE UNDER DUAL CONTROL

To approve a Wire under Dual Control, click on **Business Admin, Authorizations, Wires**. View transactions that are in the Needs Authorization Status. You can then choose to authorize or reject the transaction. NOTE: Wires under Dual Control can also be approved via the Bank’s mobile app.

VIEW SCHEDULED WIRES AND HISTORY

From the Main Menu, click on **Business** and then **Business Wires**. You will see the Scheduled and History tabs. Under the Scheduled tab, you may cancel a future-dated Wire.

WIRE LIMITS

The Bank will establish maximum Daily, Weekly and Monthly Wire Limits for your Business. The previous online banking system had only a maximum Daily Wire Limit. Initially, we will establish a Weekly and Monthly Limit that is a multiplier of the Daily Limit. We recommend that you review these limits and adjust them as appropriate for your business' activity. Please contact your Relationship Manager to make changes to your Wire Limits.

REQUEST A WIRE LIMIT INCREASE

If you exceed your Daily, Weekly or Monthly Limit you will see a message letting you know that the transaction you are attempting to send has exceeded your Daily, Weekly or Monthly Limit. Click on Request Increase. The system will display your Current Limits as well as the Needed Limits in order for the transaction to process.

< Limit Increase Request

Current Limits

Daily	Weekly	Monthly
\$10,000.00	\$75,000.00	\$100,000.00

Needed Limits

Daily	Weekly	Monthly
\$11,000.00	\$75,000.00	\$100,000.00

Enter the Needed Limits into the request form and select an Expiration Date. Note that all temporary limit increases will expire at the end of the current month. Select No Expiration Date to request a permanent increase.

Desired Limits

Daily	Weekly	Monthly
\$11,000.00	\$75,000.00	\$100,000.00

Expiration Date
07/31/2025

No Expiration Date

Message
bonuses

Once the temporary limit increase is approved by the Bank, your Wire transaction will automatically process.

ALERTS

The Bank has enabled certain Alerts related to Wire transactions. However, each User has the option to enable additional Alerts and the Bank strongly recommends that you set up additional Alerts related to your Wire transactions:

- To manage your Alerts go to **Tools, Alerts, Business Wires**.
- Additional Alerts can be found under **Tools, Alerts, Business Admin**.

CUSTOMER SUPPORT

If you have any questions about Business Wires, please reach out to our Cash Management Support Team at cashmanagementsupport@mycapecodbank.com or 508.568.3260