



Help Card: International Wire Transfers

Regions iTreasury

The following information provides guidance to help Administrators with submitting international wire transfers within Regions iTreasury®.

International Wire Transfers

1. After logging in to iTreasury, hover over the **Payments** tab and select **Payment Management > Add a New Payment > Select a Payment Type or Template** (descriptions below) > **Continue**.
 - To send a freeform wire, click **Select a Payment Type**.
 - To use a wire template, click **Select a Payment Template**. Once selected, choose an approved template from the drop-down menu.
2. Select the debit account number from which the funds will be drawn or sent.
 - **NOTE:** Fields labeled **Customer Reference and Comments** are for Administrator notes only and will not be included with the payment.
3. Complete all required fields within the **Beneficiary Information** section.
 - **Name:** Enter the beneficiary name (company or individual).
 - **Beneficiary Address 1:** Enter the beneficiary address.
 - **Country:** Select the appropriate Country name.
4. Complete all required fields within the **Beneficiary Bank Information** section.
 - **Account Type:** Select the account type (IBAN or Other).
 - **Account Number:** Enter the account number (or IBAN number).
 - **Bank Code Type:** Select the bank code type (e.g., SWIFT).
 - Using the **Bank Code** search field, select the appropriate code. **NOTE:** If the code does not auto populate within this field, select the **Freeform Entry** button. Then, enter the **Bank Account Number, Bank Name, Beneficiary Bank Address 1**, and select the appropriate **County**.
5. Complete all required fields within the **Amount and Dates** section.
 - **Credit Amount:** Enter the appropriate dollar amount.
 - **Credit Currency:** Select the appropriate currency type.
 - **Effective Date:** Select the date when the wire will credit the account. **NOTE:** The **Contact ID** field may be used if a Fixed Rate has been assigned for international wires.
 - **Foreign Currency:** If sending a wire using a foreign currency, this field will display. Plus, the actual foreign currency amount will be shown under the **Indicative Amount** field. **NOTE:** For FX Wires, iTreasury utilizes real-time rates. After completing steps 6 – 8 below, click **Submit** (which will initiate a ROOBA challenge. After successful ROOBA authentication, the transaction will appear under the **Payment List View**. Next, select the transaction and click **Get Rate**. A real time rate will be generated, and you can choose either **Trade** or **Reject**.

6. Complete all required fields within the **Intermediary Bank** section.
 - **Code Type:** Select the appropriate code type from the drop down menu (e.g., SWIFT).
 - **Code Field:** Enter the actual code.
 - **Address 1:** Enter the address of the intermediary bank
 - **Name:** Enter the bank name.
 - **Country:** Select the appropriate Country name.
7. Enter any needed information within the **Payment Details** section.
 - Any **Originator to Beneficiary Information** entered will be included with the wire transfer. Based on certain wire instructions, these fields may be required to fully process the transaction. For example, **Purpose of Payment** may be required based on the IBAN country selected within the **Payment Details** fields. Other examples for when **Payment Details** are needed could include: special instructions, invoice numbers, reference numbers, and account numbers to be sent with the payment.
8. Enter any needed banking information within the **Bank to Bank Instructions** section (e.g., additional account numbers, bank addresses, etc.).
9. Click **Submit**.
 - If set up with **Auto-Approval**, you will receive a ROOBA challenge. After successful ROOBA authentication, the wire will transition to an **Approved** status. Once received by the wire room, the status will change to **Acknowledged by Bank**. Once the transaction has been fully processed, the status will change to **Bank Confirmed**.
 - If you **do not** have **Auto-Approval**, you will be redirected to the Payment List View screen. Next, select the transaction and click Approve. You will then receive a ROOBA challenge. After successful ROOBA authentication, the wire will transition to an **Approved** status. Once received by the wire room, the status will change to **Acknowledged by Bank**. Once the transaction has been fully processed, the status will change to **Bank Confirmed**.
 - If you have **Dual-Approval**, the final approver will be the recipient of the ROOBA challenge. Once the transaction has been fully processed, the status will change to **Bank Confirmed**.

Questions?

Should you have any additional questions, or need further assistance, please contact Regions Client Services:

- **Email:** ClientServicesGroup@regions.com
- **Phone:** 1-800-787-3905 (domestic), or 001-205-560-9505 (international)