



Funds Transfer

Summary: The Transfer Funds page enables you to quickly and easily transfer funds between two of your online banking accounts, assuming they are authorized for online funds transfer. You can make

- One-time immediate transfer
- One-time future-dated transfer
- Recurring (series) of transfers via this page.

How to Set Up a Funds Transfer:

1. From the online banking menu, choose **Transactions > Funds Transfer**. The Transfer Funds page appears.
 2. Choose the From Account from which the funds will be withdrawn (debited).
 3. Choose the To Account to which the funds will be deposited (credited).
 4. Choose the Transfer Date you want the transfer to be made. If you choose a date in the future, the transaction will be stored for processing on the later date.
 5. Choose an amount to be transferred.
 6. Enter an optional Description or memo to help you in identifying this transaction later.
 7. Click **Submit**. A confirmation window opens.
 8. Click **OK**. You are directed to the Submit Transaction page.
 9. Review your transaction and click **Approve**. A confirmation window appears.
 10. Click **OK**. You are directed to the Online Activity page. The funds transfer appears in an Authorized status.
- **One-time Immediate Transfer** - By selecting today's date as the Transfer Date, you can make a one-time transfer from one of your online accounts to another of your online accounts to be processed at the next available processing time.
 - **One-time Future-Dated Transfer** - By selecting a date in the future as the Transfer Date, you can make a one-time transfer from one of your online accounts to another of your online accounts on the Transfer Date requested.
 - **Recurring Transfer** - Make a recurring series of transfers based upon your selected criteria. See Creating Recurring Transactions.

Notes:

The following special characters are not allowed in the online banking input fields:

■ [] < > " ' % ; () & + ? = /