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 warning message will display to which you should click **yes**. Then, select **Get Rate** again. 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 where the status will display **Entered**. 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)