

**Fund Transfer Setup**

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Note: The following information is to be completed by the client. Fund transfers include Internal Transfers, Bill Payment, Single Entry ACH, and Domestic Wires.

1. Company Name: \_\_\_\_\_
2. Transfer Description: \_\_\_\_\_
3. Fund Transfer Display Group: \_\_\_\_\_  
(optional)
4. Review Required (*circle one*): None    Supervisor    Administrator
5. From Institution R/T Number: \_\_\_\_\_ To Institution R/T Number: \_\_\_\_\_
6. From Account Type: \_\_\_\_\_ To Account Type: \_\_\_\_\_
7. From Account Number: \_\_\_\_\_ To Account Number: \_\_\_\_\_
8. Default Amount: \_\_\_\_\_
9. Amount Increments: \_\_\_\_\_
10. Minimum Amount: \_\_\_\_\_
11. Maximum Amount: \_\_\_\_\_
12. Frequency: \_\_\_\_\_
13. Number of Remaining Transfers: \_\_\_\_\_  
(not used with 'on-demand' frequency)

**Bill Payment**

14. Payee: \_\_\_\_\_
15. Payee Address: \_\_\_\_\_
16. Payee City, ST, Zip: \_\_\_\_\_
17. Payee Phone Number: \_\_\_\_\_
18. Payee Contact: \_\_\_\_\_
19. Payee Account Number: \_\_\_\_\_