Busey Wire Processing
System Guide

Wire Instructions

Sending a Wire

Note: All same-day wires must be sent by 4:30PM CST. Wires sent after this time will be sent the next processing day.

1. From the drop-down menu, select **Wire Transfer** and then choose **Wire Input**.
    a. You will need to receive another One Time Passcode for security purposes.

2. From the Account Selection box, select the account you'd like to send your wire from.

3. If this will be an account that you wire money to frequently, you can create a convenient template by selecting the "Create Template" button at the top. If this is a one-time wire, simply enter the wire information (all fields in **red** are required fields).
    a. **Account Name** is the name of the account holder/business you are sending the wire to.
    b. **Account Number** is the account number you are wiring the money to.
    c. **Account Currency** is limited to USD (US Dollars or $).
        i. **International Wires** can be done over the phone or inside a Busey branch.
    d. **Beneficiary Bank** is the routing number of the bank receiving the wire from Busey.
        i. Enter the routing number and click "Search" to select the beneficiary bank.
    e. **Target Bank** is used only when the money will end up at a bank different than the beneficiary bank.

4. Click "Submit" to be proceed to the Wire Information page.
    a. Type in the wire amount next to the amount box.
    b. If necessary, change the send date. The earliest send date has been selected for you.
    c. Send any relevant Originator-to-Beneficiary Information (OBI) by filling in the four lines under Originator-to-Beneficiary.
    d. Click "Submit" to send the wire. You may also click "Save as Template" to create a template of the wire you've just created.

5. If you have dual control for wires, you will need to have another individual approve the wire from their login by selecting **Wire Transfer** on the drop-down menu and then selecting **Wire Approval** on the gray bar.

Review Wire Status

1. After sending a wire, you may want to review the wire status and/or retrieve the Federal Reference Number.

2. Navigate to **Wire Transfer** on the drop-down menu, then select **Wire Report**.

3. Enter the search criteria for the wire you are researching, then click "Submit".

4. If the status is "Acknowledged", the wire has been sent. Click the details icon to inspect the wire.

5. The information next to "line 2:" under Confirmation Information is your Federal Reference Number.

Sending a Wire from a Template

1. To send a wire from a template you have previously established, navigate to **Wire Transfer** on your drop-down menu, then select **Wire Input.**

2. The wire template you are sending should be included in the **Template Selection** box to the left.

3. Select your template to begin the wire.
    a. Enter the amount of the wire and any Originator-to-Beneficiary (OBI) information.

Sending an International Wire

1. Sending international wires cannot be done through Business Access. To initiate an international wire, you will need to visit a Busey branch or call in to 1-800-67-BUSEY.

Busey Cash Management Support
Contact Information

BusinessAccess@Busey.com
217-365-4607
or
1-800-67-BUSEY, followed by option 4, then option 2