

Steps to transfer money between accounts at your financial institution via the Business Mobile App:

1. Go to **Transfer** in the Business Mobile menu.
2. Select **“From”**
3. Eligible accounts display. If multiple Tax IDs are listed, select the **From Tax ID and account**.
4. Back on the Transfer screen, select **“To”**.
5. Eligible accounts display. If multiple Tax IDs are listed, select the **To Tax ID and account**.
6. Enter the **amount** and **memo** (optional).
7. Select **Transfer** and the success screen displays.

This screenshot shows the 'Transfers' screen in the Business Mobile App. It features a dark header with the word 'Transfers'. Below the header are four input fields: 'From', 'To', 'Amount', and 'Memo'. The 'Memo' field contains the text 'dinner, rent, etc. (optional)'. At the bottom of the screen is a grey button labeled 'Transfer'.

This screenshot shows the 'Transfer From' selection screen. It has a dark header with 'Cancel' and 'Transfer From'. Below the header is a list of accounts with their balances: 'My Coffee Shop' (no balance), 'My Checking *7384' (\$4,500.00), 'Joint Savings *7474' (\$55,500.00), 'My Food Truck' (no balance), and 'Personal Accounts' (no balance). Each account has a chevron icon to its right.

This screenshot shows the 'Transfer To' selection screen. It has a dark header with 'Cancel' and 'Transfer To'. Below the header is a list of accounts with their balances: 'My Coffee Shop' (no balance), 'My Food Truck' (no balance), 'Personal Accounts' (no balance), 'My Checking *7384' (\$4,500.00), 'Joint Savings *7474' (\$55,500.00), 'Visa *4587' (\$10,000.00), and 'Mortgage Loan *2477' (\$0.00). Each account has a chevron icon to its right.

This screenshot shows the 'Transfers' screen with the 'From' and 'To' fields populated. The 'From' field shows 'Joint Savings \$55,500.00 My Coffee Shop'. The 'To' field shows 'My Checking \$4,500.00 Personal Accounts'. The 'Amount' field is set to '\$5,000.00' and the 'Memo' field contains 'dinner, rent, etc. (optional)'. A grey 'Transfer' button is at the bottom.

Notes:

- Transfers are immediate. Go to Business Banking web to schedule future-dated or recurring transfers.
- Available balance must cover the transfer amount.
- OneView transfers, if enabled by your financial institution, allow *the Primary Admin only* to move money between business and personal accounts.
- Transfers that **must be supported by the FI host** to work:
 - Cross-TIN transfers
 - Transfers from business deposit account to business loan
 - Transfers from personal deposit account to business loan
 - Transfers from business deposit account to personal loan