## Transfers

## Digital Banking

Transfers

From

To

Amount

Memo

## 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.

Cancel Transfer From		Cancel Transfer To		Transfers	
My Coffee Shop Select an Account:	^	My Coffee Shop	~	From	Joint Savings \$55,500.00
My Checking *7384	\$4,500.00	My Food Truck	~		My Coffee Shop
Joint Savings *7474	\$55,500.00	Personal Accounts Select an Account:	^	То	\$4,500.00 Personal Accounts
My Food Truck	~	My Checking *7384	\$4,500.00	Amount	\$5,000.00
Personal Accounts	~	Joint Savings *7474	\$55,500.00		
		<b>Visa</b> *4587	\$10,000.00	Memo	dinner, rent, etc. (optional)
		Mortgage Loan *2477	\$0.00		Transfer

## 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

