# Domestic Wire Payments
Quick Reference Guide

GETTING STARTED

A domestic wire payment creates an electronic funds transfer from payer to payee within the United States. Payments include book transfers (payments to another party within the same MUFG branch), and Fed Tax Payments.
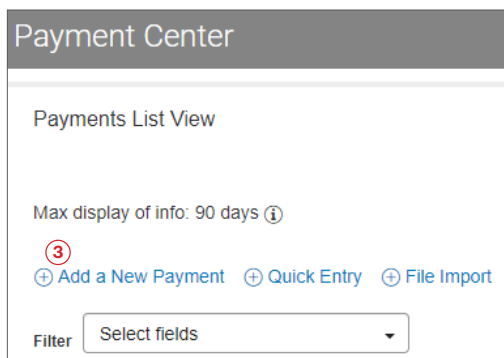
Access **MUFG Exchange** using the following link: https://sso.mufgamericas.com

At the Sign On page enter User ID and passcode.

❶ Click the **Payments and Reporting** tab.

❷ Select **Payment Center** from the drop-down menu.
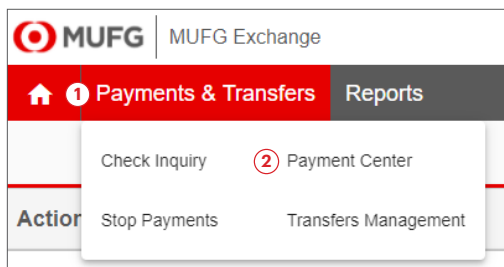
❸ Click the **Add a New Payment** link.

❹ Use the **Select a Payment Type** drop-down to select **Wire-Domestic**, or use the **Select a Payment Template** drop-down to select an existing template.

Note: If selecting a template, some fields may already be completed and may not be edited

❺ Click **Continue**

(continued)

MUFG Bank, Ltd.
A member of MUFG, a global financial group
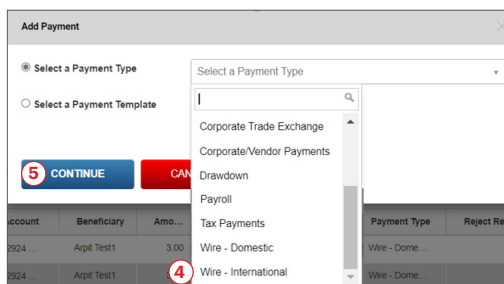
Originator Information

6 Fill in the appropriate fields.

Note: All required fields are marked with an asterisk. (*)

←	New Wire Domestic Payment		Payment Total **0.00**

Originator Information **6**

* Account Number 🔍   Customer Reference   Internal Comment

Stored with the transaction, but not forwarded with the payment

Beneficiary Information

7 Fill in the appropriate fields.

Note: All required fields are marked with an asterisk. (*)
The cutoff time by which the payment must be approved will display below the Value Date field once a date is selected. If the payment is modified, the cutoff time may change.

Beneficiary Information **7**

* Name 🔍   Address Line 1   Address Line 2

When Address information is entered, Country and City are expected.

* Country   City   State

UNITED STATES × ▾   --Select--

* Account Number   * Bank Code Type   * Bank Code 🔍

ABA × ▾

Date & Amount

* Value Date   * Credit Amount

09/30/20XX 📅

Payment must be approved by
09/30/20XX 17:30 EST

Additional Information

8 Fill in the appropriate fields. All required fields are marked with an asterisk. (*)

Additional Information **8**

∨ **Payment Details**

Line 1   Line 2

Line 3   Line 4

> **Bank-to-Bank Details**

> **Originator Details**

(continued)

⑨ The **Save this payment as a template for future use** checkbox will save this payment as a template.

⑩ Click **Submit** to submit the payment or **Save for Later** to edit the payment later.

Note: A message will display indicating the payment submitted or saved successfully or if the payment has any errors.

A payment must be approved before it is sent to the beneficiary.