

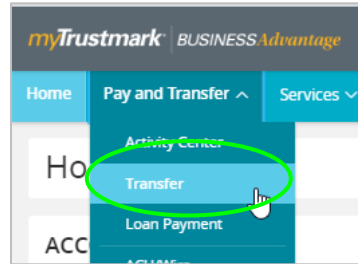
Funds Transfers

Business Online Banking Brought to You by myTrustmark® Business



Individual Funds Transfers (One Time)

1. Under the Pay and Transfer tab, select **Transfer**.



2. Select a **From Account**.
3. Select a **To Account**.
4. Enter an **Amount**.
5. Select a **Frequency** from the drop-down menu.
6. Enter the **Transfer Date** for a one-time transaction. If the transaction is recurring enter a **Start Date** and **End Date**.
7. Enter a **Memo** for the transaction (optional.)
8. Select **Transfer Funds**.

NOTE: Cutoff time is 9:00 p.m. CST, Monday – Friday. Transactions entered after 9:00 p.m. will be available immediately but will not be processed until the following business day.

The form contains the following fields and options:

- From Account**: A dropdown menu.
- To Account**: A dropdown menu.
- Amount**: A text input field with a dollar sign (\$) on the left and "0.00" on the right.
- Frequency**: A dropdown menu with "One time transfer" selected.
- Transfer Date**: A date input field showing "08/05/2020" and a calendar icon.
- Memo (optional)**: A text input field.
- Transfer Funds**: A button at the bottom of the form.

Multiple Funds Transfers (Templates)

- Under the Pay and Transfer tab, select **Funds Transfers**.
- Select the **Multi-Account Transfers** tab.
- Choose the **Create Template** button.
- Enter the desired **Template Name**.
- Select **Next**.
- Select the **From Account** and **To Account** for each transfer.
- Enter the **dollar amount** for each transfer.
- If needed, designate a number at the bottom of the screen to add additional transfers to the template.
- Select the corresponding box to the left for the transaction to be processed and select **Next**.
- Enter the **Transfer Date** beside each individual transaction or enter the Transfer Date towards the top of the screen and check the box beside **Use same date for all** if all transactions should have the same date.
- If recurring, select **Rekurs Set Schedule** to choose the frequency.
- Optional: Enter a **Memo** below each transaction or enter a Memo above the listing of transactions and click **Push to All** if all transactions should have the same memo.
- Click **Save** to save the template for future use.

The screenshot shows the 'Funds Transfer' page with the 'Multi-Account Transfers' tab selected. A search bar is visible on the left, and the 'Create Template' button is highlighted with a green circle. The 'Transfer Funds' button is also visible on the right.

The screenshot shows the 'Select Transfer Accounts and Amount' step. It features a table with columns for 'From Account', 'To Account', and 'Amount'. Each row represents a transfer. The 'From Account' column has a dropdown menu with a checkmark next to each account. The 'To Account' column has a dropdown menu. The 'Amount' column has a text input field. The 'More Transfers' button is highlighted with a green circle, and the text '(A maximum of 35 transfers can be created)' is visible below it.

From Account	To Account	Amount
COMMERCIAL REGULAR Account # \$ Balance	COMMERCIAL REGULAR Account # \$ Balance	\$1.00
COMMERCIAL REGULAR Account # \$ Balance	COMMERCIAL REGULAR Account # \$ Balance	\$2.00
COMMERCIAL REGULAR Account # \$ Balance	COMMERCIAL REGULAR Account # \$ Balance	\$3.00

The screenshot shows the 'Schedule & Submit' step. It displays the 'Total Transfers' (2) and 'Total Amount' (\$3.00). The 'Transfer Date' is set to 11/25/2016, and the 'Use same date for all' checkbox is checked. The 'Rekurs Set schedule' button is highlighted with a green circle. A 'Memo' field is visible below the transfer date. The 'Push to All' button is highlighted with a green circle. The 'From Account', 'To Account', 'Amount', and 'Transfer Date' columns are visible at the bottom, with the 'Transfer Date' column highlighted with a green circle. The 'Save' button is highlighted with a green circle.

From Account	To Account	Amount	Transfer Date
COMMERCIAL REGULAR Account # \$ Balance	COMMERCIAL REGULAR Account # \$ Balance	\$1.00	11/25/2016
COMMERCIAL REGULAR Account # \$ Balance	COMMERCIAL REGULAR Account # \$ Balance	\$2.00	11/25/2016

Multiple Funds Transfers (One Time)

1. Under the Pay and Transfer tab, select **Transfers**.
2. Select Multi-Account transfers and then click the **Transfer Funds** button.
3. If all transactions will occur on the same date, check mark **Use same Date for all transfers**, if not unselect this and date boxes will appear on each line below.
4. If the transaction is recurring, select **Recurrence** to choose frequency.
5. Optional: Enter a **Memo** below and click **Push Memo to All** if all transactions should have the same memo. If not, select the **kebab** and expand row to enter individual memo lines.
6. Select the **From Account** and **To Account**, and **enter the dollar amount** for each transfer.
7. Select **Submit**.

NOTE: Cutoff time is 9:00 pm CST., Monday – Friday. Transactions entered after 9:00 pm will be available immediately but will not be processed until the following business day.

The screenshot shows the 'Funds Transfer' header with two tabs: 'Individual Transfers' and 'Multi-Account Transfers'. The 'Multi-Account Transfers' tab is selected and circled in green. Below the tabs is a search bar and two buttons: 'Create Template' and 'Transfer Funds', with the latter circled in green.

The screenshot shows the 'Funds Transfer' form. The 'Origination Details' section includes a 'Transfer Date' field with a checked box for 'Use same Date for all transfers' (circled in green), a 'Recurrence' dropdown set to 'None' (circled in green), and a 'Memo' field (circled in green). A 'Push Memo to All' button is located to the right of the memo field. Below this is a 'Transfers (3)' section with a search bar and a table with three columns: 'From Account', 'To Account', and 'Amount'. Each row in the table has a search bar and a dollar amount field (all set to '\$0.00'). A kebab menu icon is circled in green on the right side of the first row. At the bottom of the form, there is a summary bar showing '\$0.00' and '3 transfers', along with 'Cancel' and 'Submit' buttons.