

**Business Banking enables users to transfer money between accounts on your host system, including future-dated and Recurring transfers, and Loan payments and advances.**

Internal transfer functionality is under Move Money.

“Internal Transfer” permission is needed to perform transfers.

My Accounts	Move Money	Additional Services	Reports
	Transfers		ACH/Wire Payments
	Make a Transfer		Make/Collect a payment
	Request Loan Advance		Upload ACH pass-through file
	Make Loan Payment		Manage payment templates
	Scheduled Transfers		Scheduled payments
			Import Recipient Information
			Manage Import File Definitions

### **Cross-TIN transfers**

Business Banking allows for cross-TIN transfers *as long as it is supported by the FI host*.

The TINs must be associated with the business profile, i.e. cross-member transfers are not supported.

### **OneView Transfers**

If the FI links the Primary Admin’s Personal TIN to the business profile, aka OneView, the FI can enable transfers between business and personal accounts.

- Available to Primary Admins only.
- Cross-TIN transfers must be enabled to allow OneView transfers.
- Recurring and future-dated transfers are not allowed.
- Transfers to and from personal accounts are not allowed in Business Banking.
- \*Transfers from personal deposit account to business loan or business deposit account to personal loan work only if supported by the FI host.

### **Request a Loan Advance / Make a Loan Payment:**

- Even if the business doesn’t have a loan, these options show to Primary and Secondary Admins. Business users must have the necessary entitlements.
- \*Deposit to loan transfers work only if supported by the FI host.

*\*User can initiate the transfer but sees an error after clicking submit, if FI host does not support.*

### Make a Transfer:

1. Select the **From Tax ID and From Account**.
  - The Tax ID fields display only when the business has more than one TIN.
2. Select the **To Tax ID (if supported) and To Account**.
3. **Date** defaults to current day, can select a day up one year out.
  - Current day transfers cannot be cancelled or edited once confirmed.
  - OneView supports current day transfers only.
4. Make it a **recurring** payment if desired.
5. Enter an **amount**.

**Move Money**

From

1 Classy Catering ▼

Select account ▼

To

2 Classy Events ▼

Select account ▼

Date

3 11/13/2020 4 ☐ Repeat transfer

Amount

5 \$ 0.00

Make transfer Go to My Accounts

*View if Cross-TIN transfers are not supported*

**Move money**

Tax ID Pottery Place ▼

From ▼

To ▼

11/18/2015 ☐ Repeat

\$0.00

Make transfer Cancel

**Tip:** Available accounts are filtered by Tax ID. Primary Admins see all accounts; Secondary Admins and business users see accounts where “Internal Transfer” permission is granted (but not Primary Admin’s personal accounts).