

# Funds Transfer Guide

1. Select 'Transfers & Payments' menu and then 'Internal Transfers'.

The screenshot shows the Santa Cruz County Bank website. The top navigation bar includes 'Home', 'Transfers & Payments', 'Checks & Deposits', 'Information Reporting', 'Access & Security', 'Additional Services', 'CoBrowse Code', 'Preferences', 'Messages', and 'Log Off'. The 'Transfers & Payments' section is active, displaying a search bar and a grid of options: 'Internal Transfers' (Transfer money from one account to another), 'Loan Payments' (Make or schedule a payment on your loan), 'Commercial Payments' (Add, schedule and manage ACH and Wire Payments), 'Recipients' (Add and manage ACH and Wire Recipients), 'Tax Payments' (Add, schedule and manage Tax Payments), and 'Business Bill Pay' (Create and manage bill payments and payees). A blue arrow points to the 'Internal Transfers' option.

2. Select a 'From' account.
3. Select a 'To' account.
4. Enter a dollar amount.

## Funds Transfer

Individual Transfers    Multi-Account Transfers

From Account

Business Basic 9999 \$6.56

To Account

Acct Analysis 9996 \$1.57

Amount

\$ 1.00

Frequency

One time transfer

Transfer Date

11/02/2023

Memo (optional)

**NOTE:** To setup a recurring transfer, follow the steps in the 'Recurring Transfers' section beginning on the next page.

5. Select a 'Transfer Date' for the transaction.
6. Enter a Memo for the transaction. (Optional)
7. Click 'Transfer Funds' to complete the transaction.

Transfer Funds



Questions? We're here to help. [eBanking@sccountybank.com](mailto:eBanking@sccountybank.com). 831.457.5000 option 1



## Recurring Transfers

1. Select the desired frequency from the drop-down menu.

Frequency

1st of the month

One time transfer

✓ 1st of the month

Last day of the month

1st & 15th of the month

15th & last day of the month

Weekly

Every other week

2. Select the desired 'Repeat Duration'.

a. Forever (Until I Cancel)

Frequency

1st of the month

Start Date

11/02/2023

Transfers falling on a Sunday or banking holiday will be processed the following business day.

Repeat Duration

Forever (Until I Cancel)

Until Date (Set An End Date)

b. Until Date (Set an End Date)

Until Date (Set An End Date)

End Date

11/3/2023