KeyBank 🔑

Batch Wires
Transmission Toolkit

Revised (March, 2024)

1. Overview of Wire Transfers

Due to cost, Wire Transfer are usually reserved for high dollar, low volume, time sensitive payments. Wire transfers allows the ability to make payments to suppliers in USD and foreign currency. Domestic wire transfers are same day, irrevocable transaction-based payments and settlement occurs same day, often within 15 minutes of being requested. The cutoff time for Wire Transfers is 6:00 pm ET and Key offers the ability to also receive same-day confirmation (Fed reference numbers) for wires destined to external bank.

Batch Wire Transmission is Ideal for clients initiating **high volume** of wires with advanced technology resources. Clients create and transmits an **ISO20022* or EDI 820** formatted file from their ERP system through a secure connection. Files are processed directly into Key's Core Wire Application knows as Enterprise Payment Platform (EPP). Once Batch Wire file is received in EPP, Wires are processed individually and flow through a variety of screening queues. Once successfully validated, wires are individually released and account is debited.

> **Note: Help is available via KeyBank's file translation service for clients requiring assistance translating data from their system into our required format.*

Benefits of Batch Wires:

- Batch Wire Transfer transmissions enable you to transmit transaction information generated from your internal systems to KeyBank's wire platform.

- Batches can contain multiple wire types including domestic, international, and internal wires and even drawdowns.

- The wire transfer instructions are reviewed and released within minutes after receipt of the file.

- The system also provides an electronic confirmation which can be utilized to automatically update your accounting systems.

- The Batch Wire Service can easily accommodate large volumes of wires initiated multiple times per day or week.

- A sample batch is included at the end of this document for your reference

2. Frequently Asked Questions (FAQs)

Questions	Answers
What is the process to recall a wire?	• Request to recall a wire can be called into our VRU at 1-800-447-3817. Call is then routed to our Wire Investigations area. The caller must be an authorized representative. • Request can also be submitted to your relationship team who will then request the recall with an email from a valid Key email address. • Key will then send a tracer / message out to the beneficiary bank requesting the recall. Recalls are not guaranteed and are dependent on the receiving bank/receiver to approve the recall.
What happens to a wire transfer requested on account where there are not sufficient funds to cover the wire?	• If the funds are not in the account by the end of day, the wire will be cancelled and the request will have to be re-initiated the following business day. Wire Transfers are good funds model.
Who can call the wire room and get information on incoming or outgoing wire?	• A caller must either be a signer on the account, a PIN holder, or a KeyNavigator user for that account. • If a caller would like "Inquiry Only" access, we can setup an Inquiry Only PIN number.
When is a Fed Reference number available?	• After a wire enters Key's Wire Application (EPP) it passes through several queues including Fraud, Compliance and Risk. • Once the wire routes through those queues successfully, the Fed Reference number is available.

Questions	Answers
What are the currencies supported for International Wires?	- Africa Rand - Australian Dollar - Baht - Canadian Dollar - Czech Koruna - Danish Krone - European Currency Unit (EURO) - Fiji Dollar - Forint - Hong Kong Dollar - Indian Rupee - Japan Yen - Kuwaiti Dinar - Mexican Peso - Moroccan Dirham - New Israeli Shekel - New Zealand Dollar - Norwegian Krone - Romanian Leu - Saudi Riyal - Singapore Dollar - Swedish Krona - Swiss Franc - Turkish Lira - UAE Dirham - UK Pound Sterling - US Dollar - Won - Zloty
What are batch wires?	• Batch wires consolidate multiple wire requests into a single file that is sent as a direct transmission from the client computer system to Key's mainframe system or through web-based file transfer on KeyNavigator.
What types of wires may be sent in a batch file?	• Batch wire processing utilizes domestic, international, and internal wire transfers, and may include drawdown, one-time and repetitive wire requests.
Which clients should consider batch wire capability?	• Clients that need to transfer a large volume of multiple or repetitive wires per day or per week.

Questions	Answers
What are some of the key benefits to utilizing batch wires?	• Clients can eliminate manual entries and repetitive keying of wires since an automated process is used. • Clients are also able to utilize their back-end accounting systems and receive economical pricing more fully.
What methods of delivery may be used to submit batch wires to Key?	• Batch wires may be sent through encrypted FTP direct transmission or through web-based file transfer on KeyNavigator
What documents are required for Batch Wire Services	• Cash Master Treasury Agreement • Wire Service Schedule • Batch Wire Transfer Authorization Form • Transmission enrollment form
What are the advantages of sending batch wires through KeyNavigator®?	• KeyNavigator provides a robust interface for confirmation of batch wire activity and clients may view all batch activity through KeyNavigator Information Reporting. • As a clients, you also have the option of sending batches to Key through KeyNavigator by selecting the File Transfer tab and clicking on the Send Files tab
What is the role of my company to take in setting up batch wire capability?	• technical staff will need to review the requirements in the Data Transmission Toolkit – the Batch Wire Transfer section. • As a client you will also need to work with Key to establish communication links, test file formats, and run validity checks
Is there a limit on how many individual wires may be sent in a batch?	• There is no limit as to how many (or how few) wires may be included in a batch, and multiple batches may be sent each day.
What is the cutoff time for batch wire processing?	• Batch wire clients benefit from same-day processing and the cutoff time is **6:00 PM ET** for U.S. dollar wires; It is suggested that batches are sent one half hour before the deadline so that they can pass through all of the requires edits before the cutoff.
What type of electronic confirmation is sent to batch wire clients?	• Batch wires are reviewed and released soon after receipt. Key's system provides an electronic confirmation through KeyNavigator's Incoming/Outgoing Wire Activity Report or through Intraday reporting (including the Federal Reserve Bank reference number and other pertinent information). Other ACK can be requested and will be reviewed upon request.

3. Batch Wires File Format

KeyBank's standard Batch Wire file format is the PAIN.001 (version 3) format for ISO 20022.

A Message Implementation Guide (MIG) will be provided during your onboarding by a member of our Transmissions Onboarding team. A copy of the MIG can be obtained prior to onboarding via your Sales team beforehand if you want to review in advance.

If you cannot produce a Batch Wire file in the ISO (PAIN.001) format, KeyBank can explore alternative file formats with you and your technical staff.

4. Sample PAIN.001

```xml
<?xml version = '1.0' encoding = 'UTF-8'?>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:pain.001.001.03"
xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance>
  <CstmrCdtTrfInitn>
    <GrpHdr>
      <MsgId>20230616172220</MsgId>
      <CreDtTm>2023-06-16T17:22:20</CreDtTm>
      <NbOfTxs>1</NbOfTxs>
      <CtrlSum>1376.55</CtrlSum>
      <InitgPty>
        <Id>
          <OrgId>
            <Othr>
              <Id>1234567890</Id>
              <SchmeNm>
                <Cd>CUST</Cd>
              </SchmeNm>
              <Issr>ABCCOMPANY</Issr>
            </Othr>
          </OrgId>
        </Id>
      </InitgPty>
    </GrpHdr>
    <PmtInf>
      <PmtInfId>242516</PmtInfId>
      <PmtMtd>TRF</PmtMtd>
      <PmtTpInf>
        <SvcLvl>
          <Cd>NURG</Cd>
        </SvcLvl>
        <LclInstrm>
          <Cd>CCD</Cd>
        </LclInstrm>
      </PmtTpInf>
      <ReqdExctnDt>2023-06-16</ReqdExctnDt>
      <Dbtr>
        <Nm>ABCCompany</Nm>
        <PstlAdr>
          <StrtNm>One Park Place</StrtNm>
```

```xml
            <BldgNb>Suite 100 </BldgNb>
            <PstCd>12345 </PstCd>
            <TwnNm>Anyplace </TwnNm>
            <CtrySubDvsn>Anyplace</CtrySubDvsn>
            <Ctry>US</Ctry>
          </PstlAdr>
          <Id>
            <OrgId>
              <Othr>
                <Id>1234567890</Id>
                <Issr>ABCCOMPANY</Issr>
              </Othr>
            </OrgId>
          </Id>
        </Dbtr>
        <DbtrAcct>
          <Id>
            <Othr>
              <Id>123456789012</Id>
            </Othr>
          </Id>
          <Ccy>USD</Ccy>
        </DbtrAcct>
        <DbtrAgt>
          <FinInstnId>
            <ClrSysMmbId>
              <MmbId>123456789</MmbId>
            </ClrSysMmbId>
          </FinInstnId>
        </DbtrAgt>
        <UltmtDbtr>
          <Nm>ABCCOMPANY</Nm>
          <PstlAdr>
            <StrtNm>One Park Place</StrtNm>
            <BldgNb>Suite 100 </BldgNb>
            <PstCd>12345 </PstCd>
            <TwnNm>Anyplace </TwnNm>
            <CtrySubDvsn>Anyplace</CtrySubDvsn>
            <Ctry>US</Ctry>
            <AdrLine>One Park Place</AdrLine>
          </PstlAdr>
        </UltmtDbtr>
        <CdtTrfTxInf>
          <PmtId>
            <EndToEndId>21021404</EndToEndId>
          </PmtId>
          <PmtTpInf>
            <LclInstrm>
              <Cd>CCD</Cd>
            </LclInstrm>
          </PmtTpInf>
          <Amt>
            <InstdAmt Ccy="USD">1376.55</InstdAmt>
          </Amt>
          <CdtrAgt>
            <FinInstnId>
              <ClrSysMmbId>
                <MmbId>073972181</MmbId>
              </ClrSysMmbId>
            </FinInstnId>
          </CdtrAgt>
          <Cdtr>
```

```
                    <Nm>Joe Smith</Nm>
                </Cdtr>
                <CdtrAcct>
                  <Id>
                    <Othr>
                      <Id>123456789123</Id>
                    </Othr>
                  </Id>
                </CdtrAcct>
                <RmtInf>
                  <Ustrd>Not Applicable</Ustrd>
                </RmtInf>
              </CdtTrfTxInf>
          </PmtInf>
        </CstmrCdtTrfInitn>
      </Document>
```