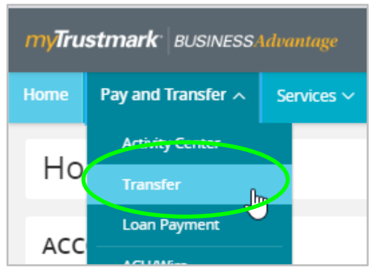
Funds Transfers

Business Online Banking Brought to You by *myTrustmark® Business*

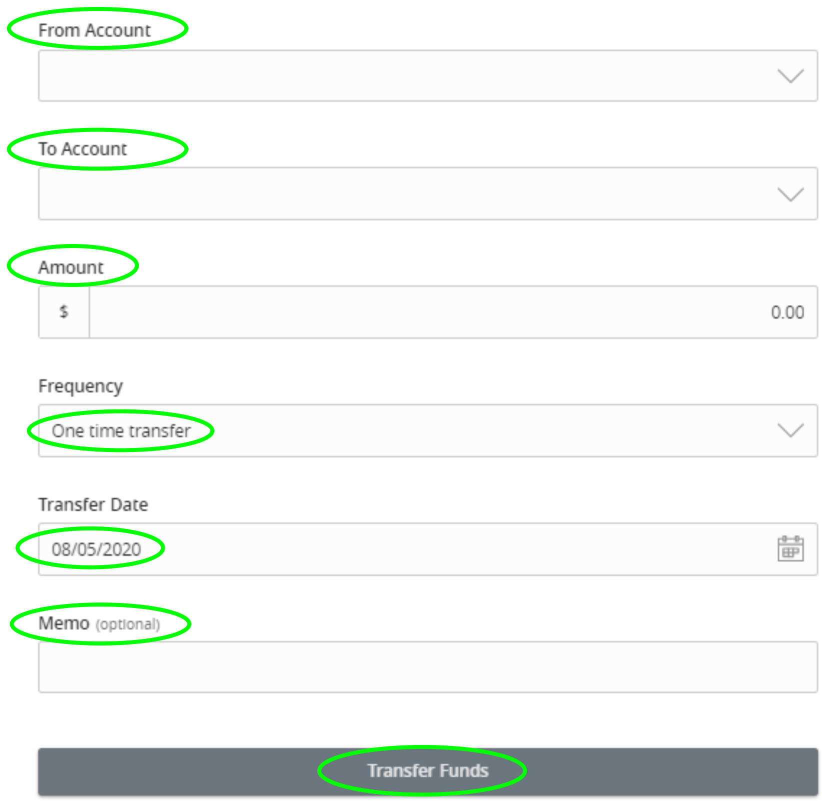
Individual Funds Transfers (One Time)

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



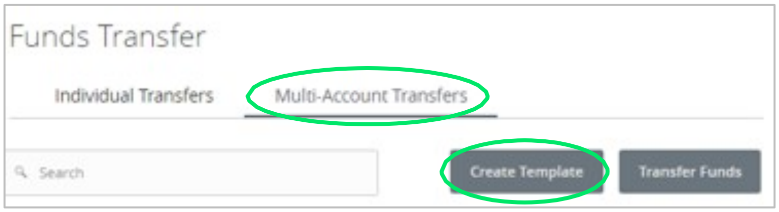
2. Select a ***From Account.***
3. Select a ***To Account.***
4. Enter an ***Amount***.
5. Select a ***Frequency*** from the drop-down menu.
6. Enter the ***Transfer Date*** for a one-time transaction. If the transaction is recurring enter a ***Start Date*** and ***End Date***.
7. Enter a ***Memo***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

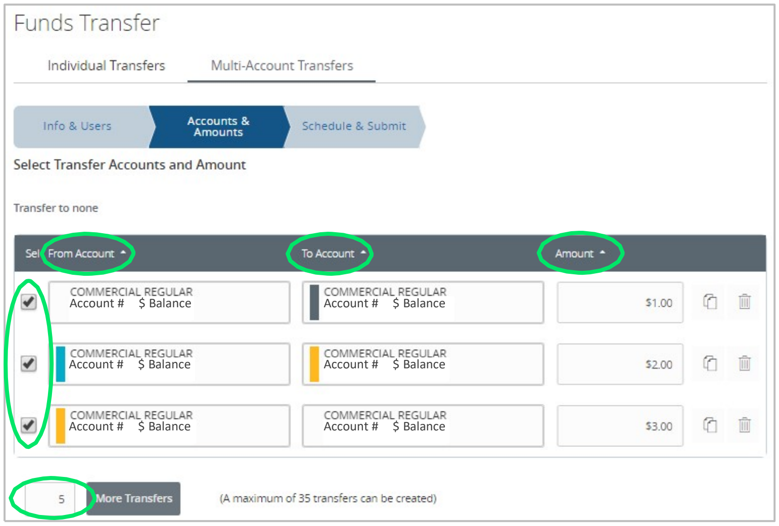


Multiple Funds Transfers (Templates)

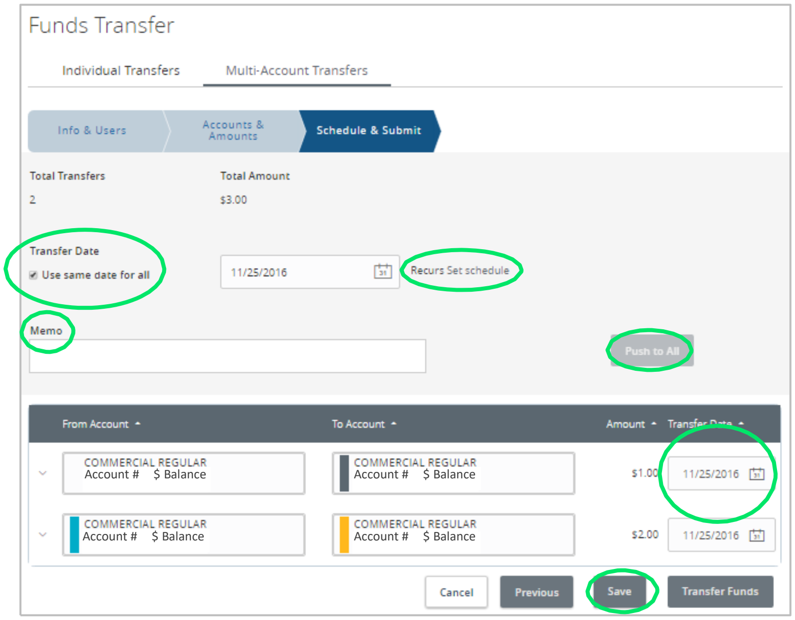
1. Under the Pay and Transfer tab, select ***Funds Transfers.***
2. Select the ***Multi-Account Transfers*** tab.
3. Choose the ***Create Template*** button.
4. Enter the desired ***Template Name***.
5. Select ***Next***.



6. Select the ***From Account*** and ***To Account*** for each transfer.
7. Enter the ***dollar amount*** for each transfer.
8. If needed, designate a number at the bottom of the screen to add additional transfers to the template.
9. Select the corresponding box to the left for the transaction to be processed and select ***Next***.

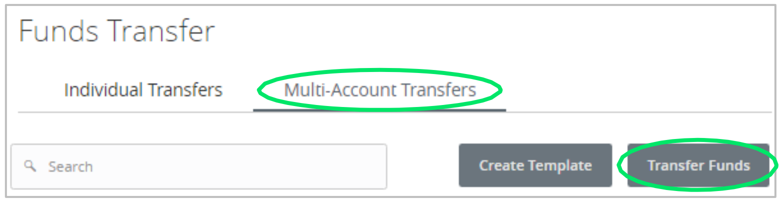


10. Enter the ***Transfer Date*** beside each individual transaction or enter the Transfer Date towards the top of the screen and check the box beside ***Use same date for all*** if all transactions should have the same date.
11. If recurring, select ***Recurs Set Schedule*** to choose the frequency.
12. 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.
13. Click ***Save*** to save the template for future use.

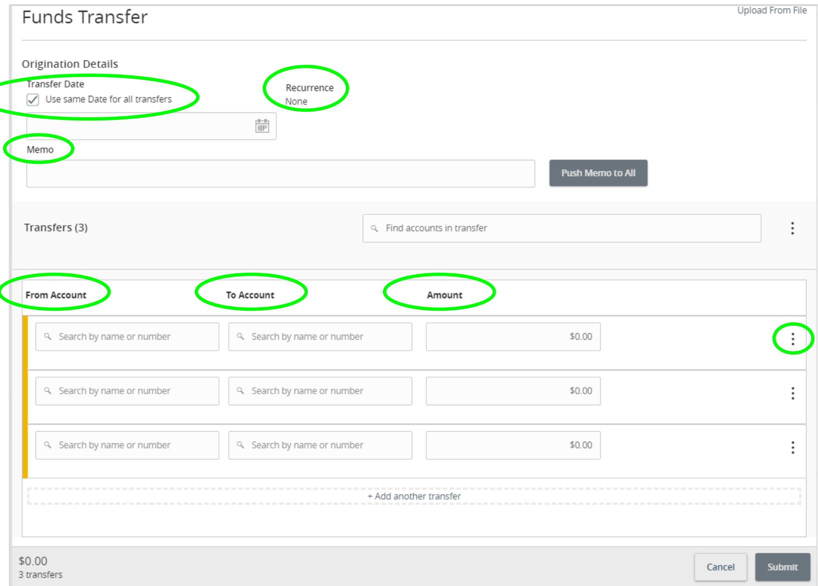


Multiple Funds Transfers (One Time)

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.