



## How to Update Recurring Wires

### A. Update Recurring Wires with a template

- 1) Go to **Payments** > Template Center.
- 2) Look for the template used in the Recurring Wire
- 3) Click on the Recipient's Name to edit the "**Recipient**".
- 4) Input **Recipient's Address** and **Country** (Please note these changes are not automatically reflected in the Recurring series)
- 5) Go to the **Payment Center** and look for the Recurring Wire.
- 6) Delete the Recurring series and recreate using the updated Template so that the series reflects the Recipient's changes.

### B. Update Recurring Wires without a template

- 1) Go to the **Payment Center** and look for your Recurring Wires.
- 2) Open each Recurring Wire and click on "**Update the entire series of payments**".
- 3) Click on the Recipient's Name to edit the "**Recipient**".
- 4) Input **Recipient's Address** and **Country** (Please note these changes are automatically reflected in the whole series).

## How to Update Future-Dated Wires

### A. Update Future-Dated Wires with a template

- 1) Go to **Payments** > Template Center.
- 2) Look for the template used in the Future-Dated Wire
- 3) Click on the Recipient's Name to edit the "**Recipient**".
- 4) Input **Recipient's Address** and **Country** (Please note these changes are not automatically reflected in the Future-Dated Wire)
- 5) Go to the **Payment Center** and look for the Future-Dated Wire.
- 6) Delete the Future-Dated wire and recreate using the updated Template so that the Recipient's changes are reflected.

### B. Update Future-Dated Wires without a template

- 1) Go to the **Payment Center** and look for your Future-Dated Wire.
- 2) Open each Future-Dated Wire.
- 3) Click on the Recipient's Name to edit the "**Recipient**".
- 4) Input **Recipient's Address** and **Country**.

*Please note that Recipient's Address Line 1, Address Line 2 and Country will become required in 2025.*