

Scheduling Recurring Transfers

MYFW Digital Business Banking Platform Guide

Scheduled recurring transfers are customizable, automatic payments between accounts on a set schedule like weekly, monthly, or quarterly. Transfers can be set up for your checking account, money market savings, or loan accounts, making it easy to keep payments on time automatically rather than handling them yourself. If you have any questions or need additional assistance, please reach out to your Private Banker for support.

Setting up a Scheduled Recurring Transfer (SRT)

Sign in to your business banking platform at myfw.com and follow the instructions below.

- Click on **Scheduled Transfers**.
- The Money Move page will appear. Click on **Make a Transfer**.



- Select the company and account to send funds from using the **From** dropdown menu.
- Select the company and account to receive funds from using the **To** dropdown menu.

- Choose the **Date** for your funds transfer, then click on **Repeat transfer**.
 - From the popup window, select how often you would like the transfer to occur and day.
 - Set an end date.
- Enter the **Amount** and click **Make Transfer**.
- You may choose to include a memo for your documentation purposes.

Questions?

Please reach out to your Private Banker for support.