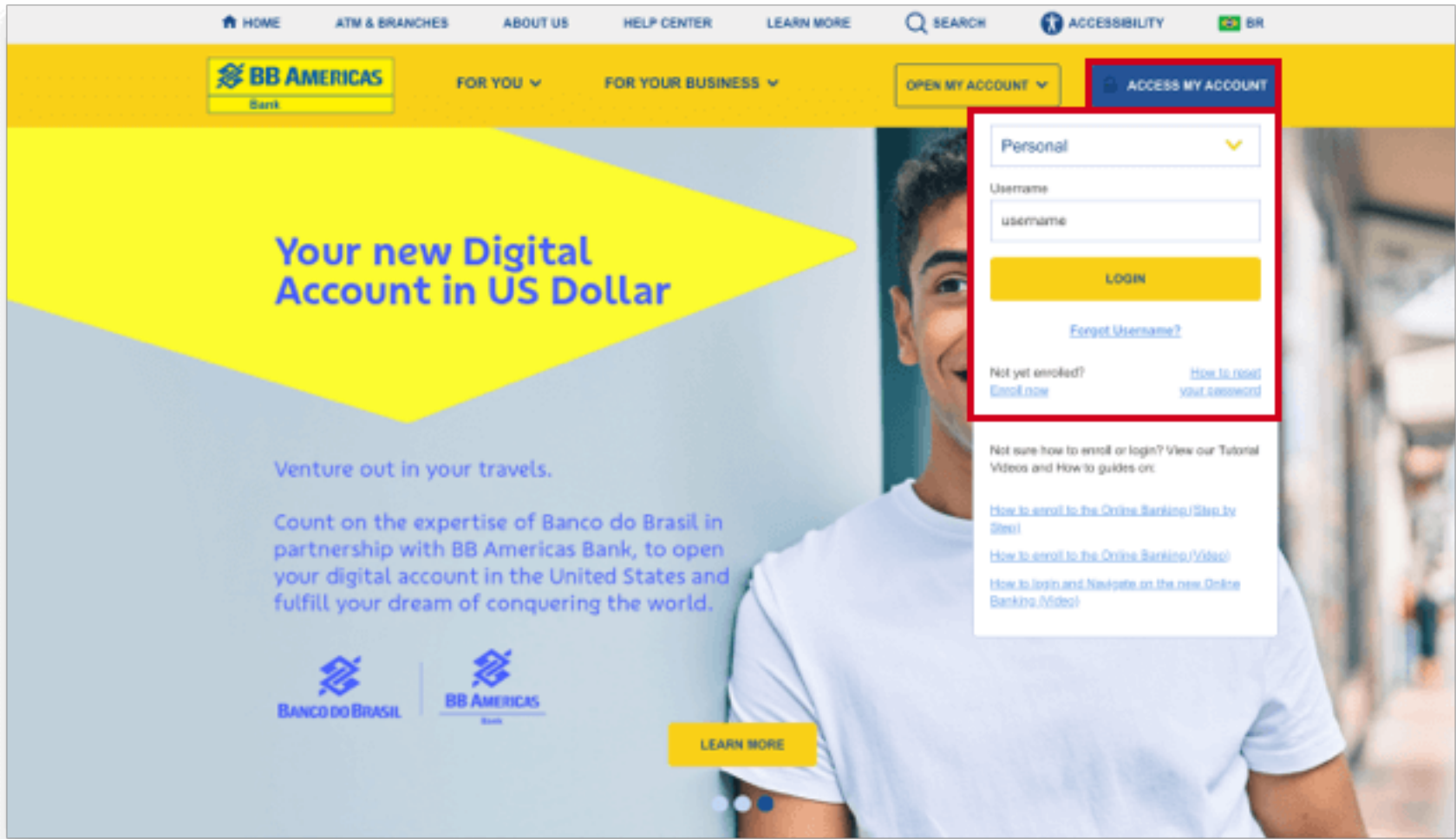


# Internal Transfers

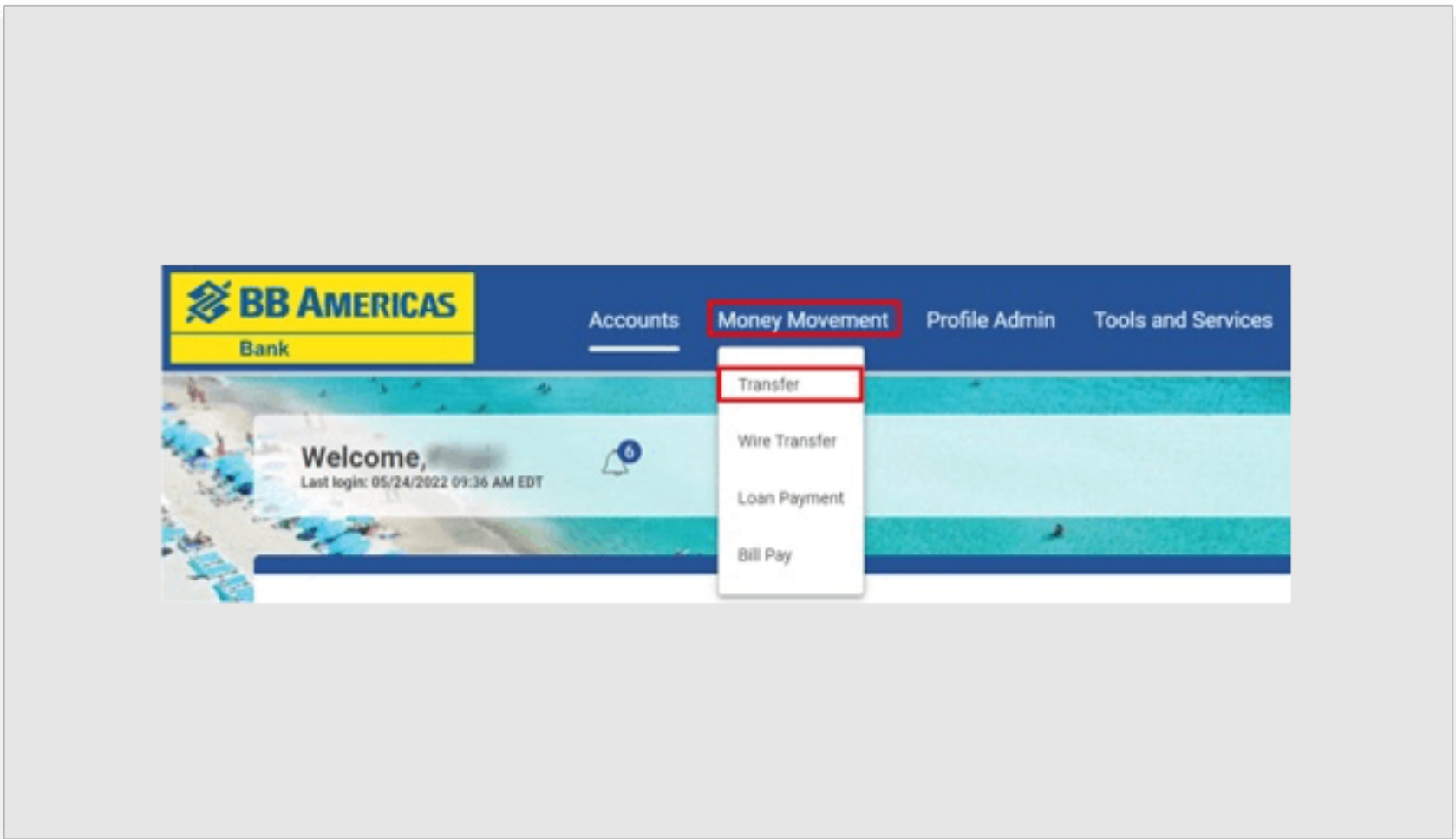
**Cost:** Free  
**Receive money in:** Immediately  
**Limits:** None

To send funds to other BB Americas Bank account holders, the beneficiary must have an active Online Banking account. Before starting your funds transfer request, obtain the beneficiary’s account number which should contain 10 digits and the beneficiary’s last name with the Bank.

1. Access our [website](#). **Login** to your Online Banking Account



2. Under the **Money Movement** menu option, select **Transfer**.



3. Before starting an Internal Transfer to another BB Americas account holder, you must add the beneficiary account. To do this, click on **Add Accounts**.

Transfer

Make Transfer

Activity

History

Manage Templates

Manage Accounts

☐ Use Transfer Template

Transfer From

Transfer To

+

 Add Accounts

Amount

Description (Optional)

Frequency

Once

Transfer Dates

When would you like the transfers to start?

☒ Transfer Now

☐ Select Transfer Date

4. Choose **Internal** and fill in the required fields, then click **Continue**.

Transfer

Make Transfer

Activity

History

Manage Templates

Manage Accounts

Add an Account. Adicione uma conta.

Internal

External

To transfer funds to other BB Americas account holder, the beneficiary must have an active Online Banking account. Para transferir fundos para outra conta do BB Americas, o favorecido deve possuir acesso ativo ao Online Banking.

Account Type

Account Number

Account Holder

☐ Personal

☐ Company

Last Name

Account Name

Continue

Cancel

Choose the account type.

Enter the beneficiary's 10-digit account number.

Indicate if the beneficiary's account is Personal or Business (Company).

Enter the beneficiary's last name.

Enter a nickname for the account.

Note: Last name must match Bank records. If you receive an error message or are unsure, please ask the beneficiary to confirm the last name they have with the bank.

5. Review the information and choose the action that best applies: **Submit**, **Edit**, or **Cancel**.

Transfer

Make TransferActivityHistoryManage TemplatesManage Accounts

Add an Internal Account

Almost done. Please confirm the details below.

Account Type:Checking

Account Number:██████████

Account Holder:Personal

Last Name:Flores

Account Name:John Flores

Submit

Edit

Cancel

Verify the information provided and select **Submit** to add the Account.

Select **Edit** to modify the information.

Select **Cancel** if you no longer wish to add the Account.

This account will only appear in your Transfer to: list you will not be able to transfer funds from this account.

6. To make the transfer, return to the **Make Transfer** tab, and fill in the fields below, then click on **Continue**.

Transfer

Make TransferActivityHistoryManage TemplatesManage Accounts

☐ Use Transfer Template

Transfer From:██████████ Available \$41.84

Transfer To:John Flores

+ Add Accounts

Payment option:DDA Withdrawal

Amount:\$1.00

Description (Optional):Test

Frequency:Once

Transfer Dates

When would you like the transfers to start?

☒ Transfer Now

☐ Select Transfer Date

Continue

Select the account **FROM** which you wish to make the transfer.

Select the account **TO** which you wish to send the transfer.

Select the **Payment Option**.

Indicate the **Amount** you wish to transfer.

You may use the **Description** field to indicate the reason for the transfer.

Indicate the **Frequency** of your transfer.

**Transfer Dates:** Choose **Transfer Now** to send on today's date or **Select Transfer Date** to send on a future date.

**Note:** For recurring transfers, you will also have to fill in the following fields: **Frequency** informing the frequency with which the transfer should occur, **Start Date** informing the initial date of the transfer, and **End On**, informing for how long the transfer should recur.

Frequency  
Weekly

Transfer Dates  
When would you like the transfers to start?  
Start Date  
05/24/2022  
Transfers will continue each week from the selected date until specified.  
End On:  
☐ Continue indefinitely  
☐ Continue until this date  
☒ Continue for this many occurrences  
5  
Processing Options:  
☒ Use the next processing date if a scheduled request falls on a non-processing date.  
☐ Use the previous processing date if a scheduled request falls on a non-processing date.  
☐ Use scheduled date when request falls on a non-processing day.

Frequency:  
- Weekly  
- Bi-weekly  
- Monthly  
- Twice a month

Select a Start Date

Select the End On date

Select the date you wish the transaction to process if the scheduled request falls on a non-processing date.

7. Review the transaction details and choose the action that best applies:

Transfer

Make TransferActivityHistoryManage TemplatesManage Accounts

Verify Transfer

ⓘ Your new transfer was not submitted. Verify your transfer information.

Type: Internal Transfer  
Transfer From: ████████  
Transfer To: ████████  
Amount: \$1.00  
Description: Test  
Transfer On: 05/24/2022

Submit TransferEditCancel

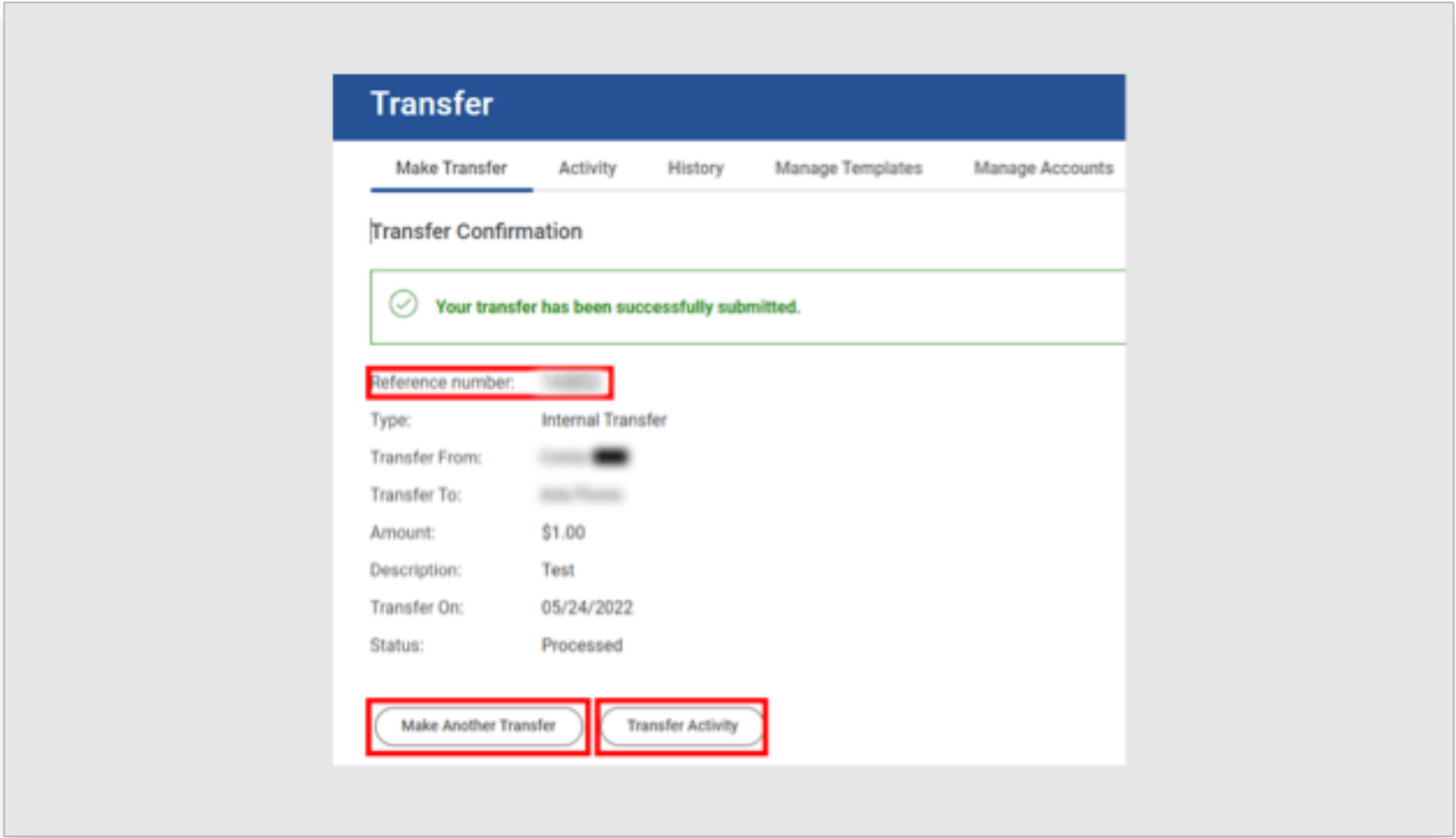
Verify the information provided and select **Submit Transfer** to submit the transfer request.

Select **Edit** to modify the information provided for the transfer request.

Select **Cancel** to cancel the transfer request.



8. After you select **Submit**, your transfer is complete and the reference number for the transaction will appear. If you wish to make another transfer, select **Make Another Transfer**.



9. If you performed a **Recurring Transaction**, it would appear under the **Activity** section. You may revisit this section at any time and **View Details** of your recurring transfer, **Edit** the transfer, or **Delete** the recurring transfer.

