

How to get started with Wire Drawdown Service

In order to set up your Wire Drawdown Service, to shorten processing windows, Pay-Net will need the following:

- Completed and signed Wire Drawdown Request Authorization Form:

https://pay-net.zendesk.com/hc/en-us/article_attachments/35977420817943

- A Wire Drawdown Agreement from your bank
 - This is a form your bank should have at the ready to complete for you
 - Many banks have this form available online.

Once Pay-Net receives the completed agreements, processing your request should take 72-96 hours (or 3-4 business days), however your bank may take longer for setup. You will need to make sure they are setup before processing on Wire Drawdown, or the wire request will be declined by your bank.

Please be aware that, while Pay-Net does not charge anything for this service, your bank may charge a fee for the setup and/or continuation of this service (it is usually much less expensive than the Next Day Direct Deposit fee of \$150). Please be sure to check with your bank and have them inform you of any such fees.

As always, please contact our office with any questions or concerns you may have.