## How to process Internal Transfer

1. Once logged in to Online Banking, from the Home page; Payments & Transfers

Community BANK & TRUST			Last log
Home	Accounts	Payments & Transfers	Checks & Deposits

- 2. Click on Internal tab.
- 3. Choose the appropriate template.
- 4. Complete the required information and click on Preview Transfer.

Payments & Transfers		
INTERNAL ACH WIRE BILL PAY		
Create A Transfer		
	Internal Transfers and Payments initiated after 6:00 pm CST will be posted on the new limited to 6 per month.	t business day. Electronic transfers fro
Template	Open transfer	•
From account *	DEMO CHECKING WORK	•
To account		
Date *	8/30/2021 📾 SELECT 🗆 Repeat	
Amount *		
Description		
	* Indicates required field	
	Preview transfer Add to batch	

5. Review your transfer and click Complete transfer.

Create A Transfer		
	Internal Transfers and Payments initiated after 6:00 pm CST will be posted on the next business day. Electronic transfers from a Savings or Money Market are limited to 6 per month.	
Template	Open transfer	
From account	DEMO CHECKING X CHECKING X	
To account	DEMO MONEY MARKET WHEE	
Date	Aug 30, 2021	
Amount		
Description	test	
	Complete transfer Edit Cancel	