

Member to Member Transfer

Town & Country is making managing your money easier and more convenient with our Member to Member Transfer feature now available to all online banking users. This feature allows you to transfer money any time, any day between unrelated Town & Country accounts.

Adding a Recipient

1. Click the **Make a transfer** button on the Online Banking Homepage to display the “Move money” screen.

2. Now click **+Add recipient** to enter the information for the other Town & Country member you want to add as a transfer recipient.

3. On the “Add Recipient” screen, enter a detailed description of the membership account you want to transfer to in the **Who do you want to add** field (i.e. “Johns Checking”).

Note: This description will appear in the “Transfer To” dropdown list when you make a transfer. So be sure it has enough detail to help you identify the account you are transferring to.

4. Continue to fill in the recipient’s information including the first 3 characters of their last name, the Account Type, the Account Suffix, and the Recipient’s ID (Member Number).

Note: The First 3 character of last name field and the Account Suffix field must be CAPITALIZED.

5. After clicking the **Add recipient** button, you will be prompted to confirm the name of the recipient you are adding.

6. The recipient is now permanently added to the bottom of the “Transfer To” dropdown list on the “Move money” screen. This is the same screen you access by clicking the **Make a transfer** button when you want to make regular transfers.

