

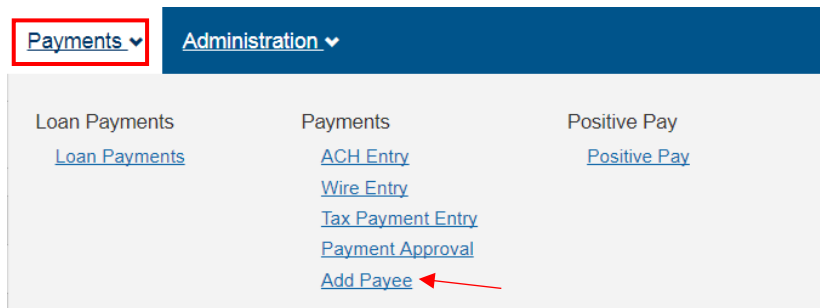
Creating a Payee – Small Business

Users with ACH, Wire or EFTPS permissions will have the ability to create payees in the Small Business Online Banking Platform. Instructions for how to create payees are outlined below.

Creating a Payee:

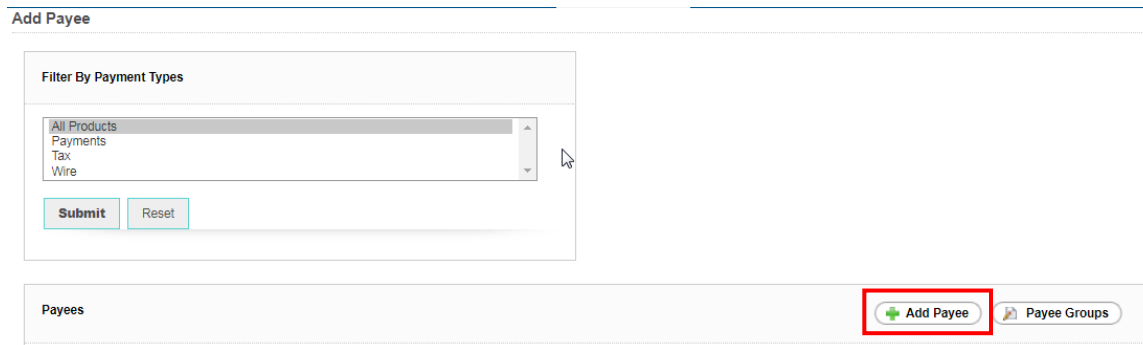
Step 1:

From the **Dashboard** homepage, click the **Payments** tab and select **Add Payee** from the dropdown menu.



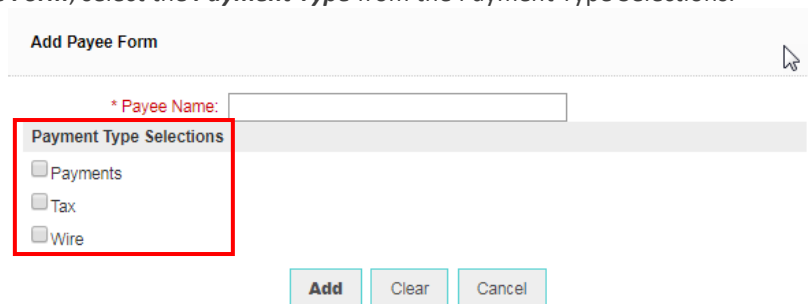
Step 2:

On the **Add Payee** screen, click the **Add Payee** button on the right side of the screen.



Step 3:

On the **Add Payee Form**, select the **Payment Type** from the Payment Type Selections.



Step 4:

Depending on the Payment Type that you selected, enter the Payee Information requested for the selected payment type.

For Payments (ACH), enter the following: Payee Name, Payee's ID Number, Payee's Account Number, Payee's Bank ABA/Routing Number and Account Type.

For Tax, enter the following: Payee Name, Payee Account Number, Payee's Bank ABA/Routing Number and select the Tax Input Form from the drop down.

For Wires, enter the following: Payee Name, Account Name, Account Number, Address 1, Address 2, Currency, Receiving Bank (ABA/Routing Number)

Once all of the requested information is entered, click **Add** at the bottom of the screen to continue.

Add Payee Form

* Payee Name:

Payment Type Selections

Payments

Location:

Telephone:

* Payee's ID Number:

Department/Group: No Group ▾

* Payee's Account Number:

* Payee's Bank ABA/Routing Number:

* Account Type: Checking Savings

Tax

Department/Group: No Group ▾

* Payee's Account Number:

* Payee's Bank ABA/Routing Number:

* Tax Input Form: Select a Tax Form ▾

Wire

Group: No Group ▾

* Account Name:

* Account Number:

* Address 1:

* Address 2:

Address 3:

* Currency: USD - US Dollar ▾

* Receiving Bank:

Additional Info 1:

Additional Info 2:

Additional Info 3:

Additional Info 4: