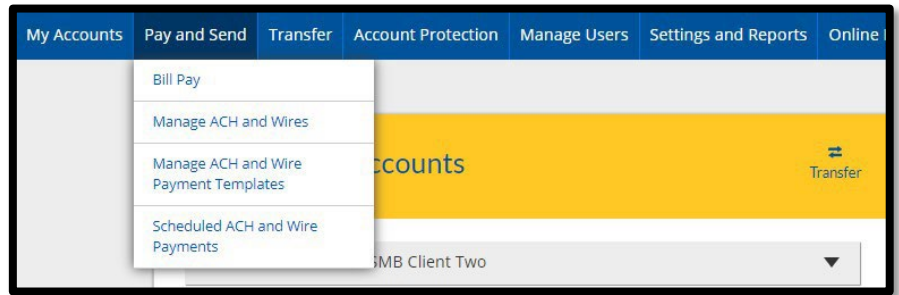


Template Basics

Go to Pay and Send > Manage ACH Wire Payment Templates.



Filter by template type

Search for a specific template

Add a new template – unlimited are allowed

Manage payment templates

Showing All Templates ▼

Search

Templates	Last payment	Date
Needs Attention		
Contract Employee payroll Payroll (PPD) ⚠ Invalid funding account	-	Options ▼
Approved		
Tuition Payment Domestic Wire	-	Options ▼

Needs Attention – the template is missing some information
Approved – only these templates can be used to initiate payments

Options for an Approved template:

- View
- Print
- Edit
- Delete
- Make a payment
- Copy template

Tip: Save time in creating similar templates and use the Copy option!



Add an ACH template

1. Enter a **Template Name** (must be unique).
2. Choose the **Funding Account** (options based on user entitlements).
3. Select **Template Type**. ACH options are:
 - Commercial (CCD), Consumer (PPD), Payroll (PPD), Web-initiated entries (WEB)
4. No action for **ACH Company ID**
5. Enter **Template Description** (shows in recipient's transaction).
6. Choose **how to settle the payments**.
 - Ex: set up a Payroll template where 5 employees are paid \$1,000 each
 - Batch offset means one (1) \$5,000 debit to the funding account (most common)
 - Item offset means five (5) \$1,000 debits to the funding account

Add a Template

Template Details

Name

Template Name

Funding account

INTERNAL CHECKING ****0866

Template type

Commercial (CCD)

You can only make Commercial (CCD) payment

ACH Company ID

1234567890

Template Description

Enter template description (10 characters)

How would you like to settle these payments?

☒ Batch offset - one settlement entry ☐ Item offset - per item settlement entry

Recipient Details

Complete the template by adding recipients.

Add a recipient

Create prenote

Save Template

Cancel

Save as Draft

This selection shows for Commercial (CCD) and Consumer (PPD) templates only.

Add an ACH template (cont.)

7. Enter recipients.

Adding recipients:

- No limit on participants per template.
- Addenda is available for Consumer and Commercial template types.
- Routing number is validated.
- Prenote is optional.
- Amount field can be \$0; amount is editable at initiation.

Add a recipient

Contact information

Who do you want to add

Enter person or business name

Recipient ID

Optional

Account information

Bank account type

Business Checking

Routing number

Routing number

Bank account number

Account number

Retype account number

☐ Create a prenote

Addenda information

While not common, some banks may require addenda information. If it is required, please enter the information below.

Enter your addenda record here.

80 characters left

Payment information

This can be changed at the time of payment.

Amount to pay

More on prenotes:

- Optional entries used to “test” that the recipient information is accurate.
- After saving the template, prenote transactions are sent to the financial institution for processing.
- A mandatory 3 day waiting period is enforced. Ex: prenote is sent on Monday, settles Tuesday, waiting period Wed-Fri. Earliest live transaction is Monday.



Add a Domestic Wire Template

1. Enter a **Template Name** (must be unique)
2. Choose **Funding Account**
3. Select **Domestic Wire** as the Template Type.
4. Enter the **beneficiary**, aka to whom the funds are being wired.

Template information

Name

Funding account

Business Checking ****0001 ▼

Template type

Domestic Wire ▼

Beneficiary information

Complete the template by adding beneficiary .

Beneficiary information

Who do you want to pay

Address line 1

Address line 2

Zip/Postal Code

City/Town

State/Province/Region

Country

Select ▼

Bank account number

Retype account number

Reference information/Additional instructions

Purpose of wire



Add a Domestic Wire Template (cont.)

5. Enter the **Beneficiary Bank** information.
 - Must be an ABA routing number of a domestic bank.
 - If it's a FedACH routing number, intermediary bank section is required
 - Routing number is validated.
 - Message to beneficiary bank is optional.
6. If included in the wire instructions, enter **Intermediary Bank**.
 - Entire section is optional.
7. Enter the **amount** (can be \$0; amount is editable at initiation).

Beneficiary bank information

Wire routing number

For further credit to

Intermediary bank information

While not common, beneficiary's bank may not receive wires directly and require you to enter the intermediary bank information. If unsure, refer to the wire instructions provided by the beneficiary and please enter the information below.

Bank routing number

Intermediary bank account number

Payment information

This can be changed at the time of payment.

Amount to pay

Save template

Cancel



Add an International Wire Template

1. Enter a **Template Name** (must be unique).
2. Choose **Funding Account**.
3. Select **International Wire** as the Template Type.
4. Enter the **beneficiary**, aka to whom the funds are being wired.

Name

Wire to Germany

Funding account

Business Checking ****0001

Template type

International Wire

Beneficiary information

Complete the template by adding beneficiary .

Beneficiary information

Who do you want to pay

Enter beneficiary name as it appears on the beneficiary account

Address line 1

e.g. 124 Main Street

Address line 2

Optional

City/Town

State/Province/Region

Optional

Zip/Postal Code

Optional

Country

Select

Bank account number

Beneficiary IBAN/account number

Retype IBAN/account number

Reference information/Additional instructions

Enter a 4 line message to beneficiary (optional)

Purpose of wire

Optional



Add an International Wire Template (con't)

5. Enter **Beneficiary bank information**. Required fields:

- Bank code (SWIFT/BIC)
- Address line 1
- City/town
- Country

Beneficiary bank information

Bank Name

Beneficiary bank name

Please enter Bank Code and Bank account number provided with your wiring instructions.

Bank Code (SWIFT/BIC)

XXXX XX XX XXX

Bank account number

IBAN/Account number (optional)

Retype IBAN/Account number

Address line 1

e.g. 124 Main Street

Address line 2

Optional

City/Town

State/Province/Region

Optional

Zip/Postal Code

Optional

Country

Select ▼

Wiring instructions

Wiring instructions (optional)

Tips:

- The freeform “wiring instructions” field is helpful if the user isn’t sure where to put certain info.
- This form is not customizable.

Add an International Wire Template (con't)

6. Enter **Intermediary bank**.
 - Include only if the wire instructions include sending the funds to a correspondent bank before the receiving bank.
7. Enter the **amount** (can be \$0; amount is editable at initiation).

Intermediary bank information (Optional)

If intermediary bank information has been provided with your wiring instructions, the bank and account information can be entered in this section. Otherwise, this section can be left blank.

Intermediary bank is ☒ Domestic Bank ☐ International Bank

Bank routing number

Bank account number

Payment information

The amount can be changed at the time of payment.

Send exact amount in US dollars

