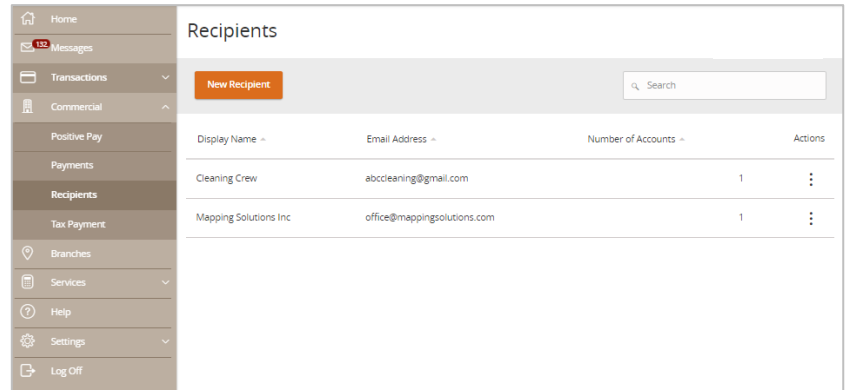


NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or Wire.

Recipients

1. Select the 'Recipients' option under the 'Commercial' menu.
2. Click on 'Add Recipient' on the left side of the screen.



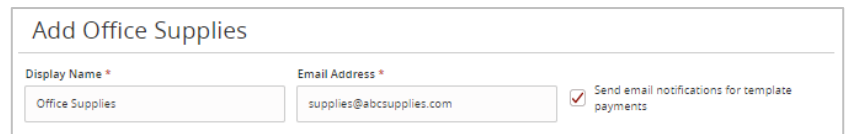
The screenshot shows the 'Recipients' management page. On the left is a sidebar menu with options: Home, Messages, Transactions, Commercial, Positive Pay, Payments, Recipients (highlighted), Tax Payment, Branches, Services, Help, Settings, and Log Off. The main content area is titled 'Recipients' and features a 'New Recipient' button and a search bar. Below these is a table with columns: Display Name, Email Address, Number of Accounts, and Actions. The table contains two entries: 'Cleaning Crew' with email 'abccleaning@gmail.com' and 'Mapping Solutions Inc' with email 'office@mappingolutions.com'. Both have '1' in the 'Number of Accounts' column and a three-dot menu in the 'Actions' column.

Recipients-ACH Only

1. Enter a 'Display Name' for recipient.

NOTE: The display name is the nickname you can set for your recipient. Example: You are paying a cleaning company that comes in and cleans your offices and their legal name is ABC Cleaning Services LLC. You can nickname this recipient as Cleaning Crew or whatever nickname you wish. This is for your reference.

2. Enter an 'Email Address' for the recipient. (Optional)
3. If you enter an email for the recipient, you can check the 'Send email notifications for template payments' box and an email will be sent to the recipient ahead of time notifying them about the wire.



The screenshot shows the 'Add Office Supplies' form. It has two input fields: 'Display Name *' with the value 'Office Supplies' and 'Email Address *' with the value 'supplies@abcsupplies.com'. To the right of these fields is a checkbox labeled 'Send email notifications for template payments', which is checked.

Questions? Call our customer support.
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Recipient Management

4. Select 'ACH Only' from the 'Payment Type' drop-down.
5. Select 'Account Type' from drop-down.
6. Enter 'Account' number.
7. Enter 'ACH Routing Number'.

NOTE: The bar on the left will turn "Green" when account section is completed.

8. Click on 'Orange Check Mark' on the right and 'Account' section will collapse.

9. Leave 'Wire Name' blank.
10. Enter 'ACH Name'. This is the recipient name as recognized by the recipient's financial institution.

NOTE: This is the 'Recipient's Name' as recognized by the recipient's financial institution. If not entered correctly, payment or collection will be returned within three business days.

11. Enter 'ACH ID' if provided by recipient.
12. Enter 'Address' information. (Not required.)
13. Click on 'Save Recipient'.

14. Click on 'Close' to see list of recipients included the new recipient just created.

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Recipients-Wire Only (Domestic)

1. Enter a 'Display Name' for recipient.
NOTE: The display name is the nickname you can set for your recipient. Example: You are paying a cleaning company that comes in and cleans your offices and their legal name is ABC Cleaning Services LLC. You can nickname this recipient as Cleaning Crew or whatever nickname you wish. This is for your reference.
2. Enter an 'Email Address' for the recipient. (Optional)
3. If you enter an email for the recipient, you can check the 'Send email notifications for template payments' box and an email will be sent to the recipient ahead of time notifying them about the wire.

Add Office Supplies

Display Name *	Email Address *	<input checked="" type="checkbox"/> Send email notifications for template payments
Office Supplies	supplies@abcsupplies.com	

4. Select 'Wire Only' from the 'Payment Type' drop-down.
5. Select 'Domestic' from the 'Beneficiary Type' drop-down.
6. Enter the 'Account' number.
7. Enter 'Receiving Bank Name' in 'Display Name' field.
8. 'United States' is entered by default in 'Country' field.
9. Enter 'ABA Number'.

NOTE: The 'ABA Number' is the receiving bank's wire routing number. Many financial institutions have a different routing number from the routing number on the recipient's checkbook.

10. Enter the 'Address Information' for the 'Beneficiary Institution'. (Not required.)
11. Enter the 'Intermediary Institution' information. (Not required)

NOTE: Enter as much information as listed in the 'Wire Instructions' provided by the 'Recipient'. The bar on the left will turn "Green" when account section is completed.

12. Click on 'Orange Check Mark' on the right and 'Account' section will collapse.

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New			N/A

Payment Type

Wire Only

Beneficiary Type

Domestic

Account *

12345678

Beneficiary Institution ⓘ

Display Name *

Chase Bank

Country *

United States

FI ABA Number *

111000614

Address 1

Address 2

City

State

Select State

Postal Code

Intermediary Institution ⓘ

Display Name

Country

United States

Wire Routing Number

Address 1

Address 2

City

State

Select State

Postal Code

×

✓

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912

Recipient Management

13. Enter 'Wire Name'. This is the recipient name as recognized by the recipient's financial institution.

NOTE: This is the 'Recipient's Name' as recognized by the recipient's financial institution. If not enter correctly, payment or collection will be returned within three business days.

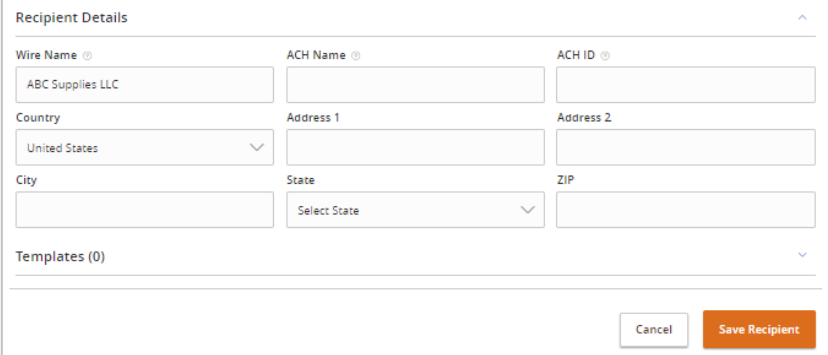
14. Leave 'ACH Name' blank.

15. Leave 'ACH ID' blank.

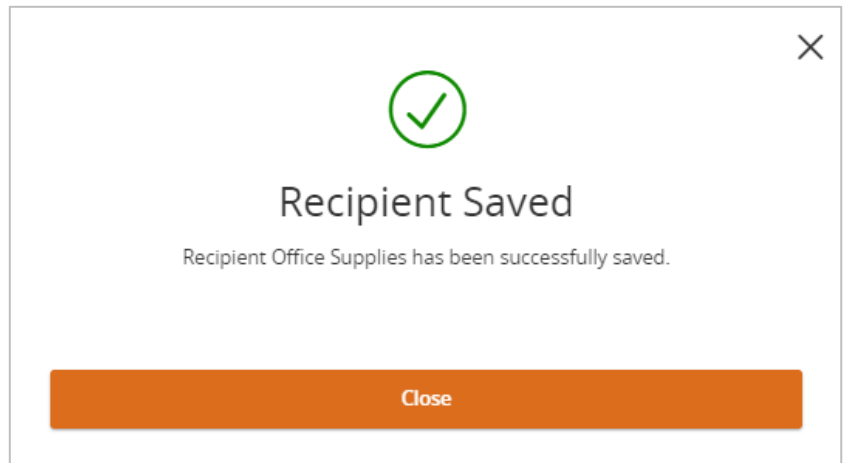
16. Enter 'Address' information. (Not required.)

17. Click on 'Save Recipient'.

18. Click on 'Close' to see list of recipients included the new recipient just created.



The 'Recipient Details' form is a structured input area for adding a new recipient. It features a title bar with a collapse icon. The form is organized into three columns. The first column contains 'Wire Name' (with a help icon) and a text input field containing 'ABC Supplies LLC'. The second column contains 'ACH Name' (with a help icon) and an empty text input field. The third column contains 'ACH ID' (with a help icon) and an empty text input field. Below these, the 'Country' is set to 'United States' with a dropdown arrow. The 'Address 1' and 'Address 2' fields are empty. The 'City' field is empty, and the 'State' field is a dropdown menu currently showing 'Select State'. The 'ZIP' field is empty. At the bottom, there is a 'Templates (0)' section with a collapse icon. In the bottom right corner, there are two buttons: 'Cancel' and 'Save Recipient'.



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Recipients-Wire Only (International)

1. Enter a 'Display Name' for recipient.
NOTE: The display name is the nickname you can set for your recipient. Example: You are paying a cleaning company that comes in and cleans your offices and their legal name is ABC Cleaning Services LLC. You can nickname this recipient as Cleaning Crew or whatever nickname you wish. This is for your reference.
2. Enter an 'Email Address' for the recipient. (Optional)
3. If you enter an email for the recipient, you can check the 'Send email notifications for template payments' box and an email will be sent to the recipient ahead of time notifying them about the wire.

Add Office Supplies

Display Name *	Email Address *	<input checked="" type="checkbox"/> Send email notifications for template payments
Office Supplies	supplies@abcsupplies.com	

4. Select 'Wire Only' from the 'Payment Type' drop-down.
5. Select 'International' from the 'Beneficiary Type' drop-down.
6. Select 'International Account Type' from the drop-down.
7. Complete required fields indicated by a 'Red Astrisk' based on the 'International Account Type' selected from the drop-down.
8. Enter the 'Address Information' for the 'Beneficiary Institution'. (Not required.)
9. Enter the required 'Intermediary Institution' information indicated by a 'Red Astrisk'. (Not required)
10. Enter the 'Address Information' for the 'Intermediary Institution'. (Not required.)

NOTE: Enter as much information as listed in the 'Wire Instructions' provided by the 'Recipient'. The bar on the left will turn "Green" when account section is completed.

11. Click on 'Orange Check Mark' on the right and 'Account' section will collapse.

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New	ACH and Wire		N/A

Payment Type

Wire Only

Beneficiary Type

International

International Account Type

Account, IBAN and SWIFT/BIC

Account *

12345678

Beneficiary Institution ⓘ

Display Name *

Bank of India

Country *

India (Republic of)

IBAN *

SWN5464

SWIFT/BIC *

UINW45T

Address 1

Address 2

Address 3

Intermediary Institution ⓘ

Display Name *

Chase Bank

Country

United States

Wire Routing Number *

111000614

Address 1

Address 2

City

State

Select State

Postal Code

×

✓

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912

Recipient Management

12. Enter 'Wire Name'. This is the recipient name as recognized by the recipient's financial institution.

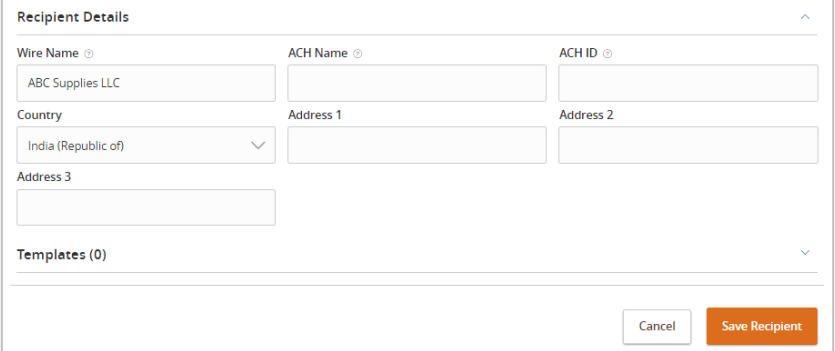
NOTE: This is the 'Recipient's Name' as recognized by the recipient's financial institution. If not enter correctly, payment or collection will be returned within three business days.

13. Leave 'ACH Name' blank.

14. Leave 'ACH ID' blank.

15. Enter 'Address' information. (Not required.)

16. Click on 'Save Recipient'.

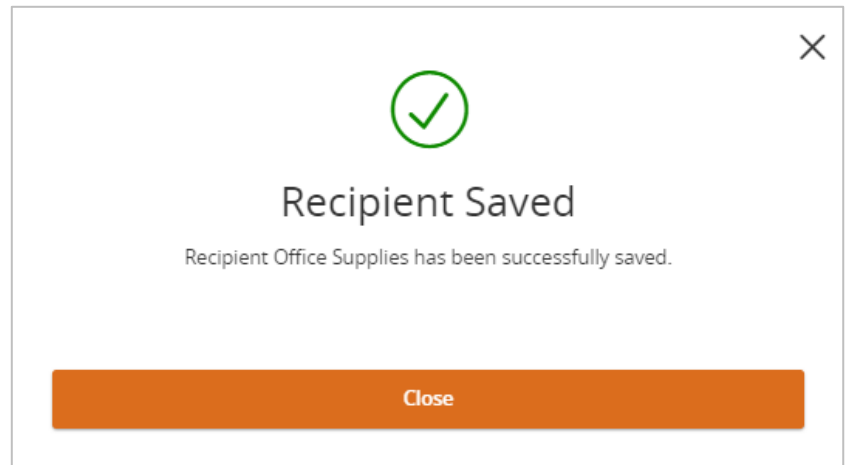


The 'Recipient Details' form contains the following fields:

- Wire Name: ABC Supplies LLC
- ACH Name: (blank)
- ACH ID: (blank)
- Country: India (Republic of)
- Address 1: (blank)
- Address 2: (blank)
- Address 3: (blank)
- Templates: (0)

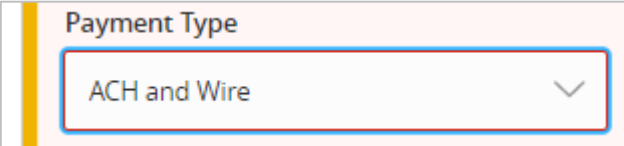
Buttons: Cancel, Save Recipient

17. Click on 'Close' to see list of recipients included the new recipient just created.



Recipients-ACH & Wire (Domestic)

NOTE: Select 'ACH and Wire' from the 'Payment Type' drop-down. Follow the step above for 'ACH Only' and 'Wire Only (Domestic)'



The 'Payment Type' drop-down menu is set to 'ACH and Wire'.

Managing Recipients

1. Click on the three dots on the right of the recipient and select an option from the 'Actions' drop-down.

Display Name	Email Address	Number of Accounts	Actions
Cleaning Crew	abccleaning@gmail.com		Click to view recipient actions
Mapping Solutions Inc	office@mappingsolutions.com		Edit
Office Supplies	supplies@abcsupplies.com		Delete
			Payment History

Questions? Call our customer support.
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