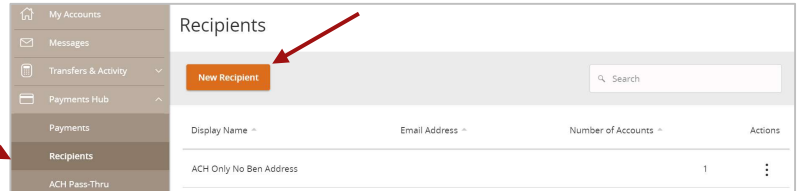


NOTE: A 'Recipient' is an individual or company which is either debited or credited via ACH or Wire.

Domestic Recipients

1. Select the 'Recipients' option under the 'Payments Hub' menu.
2. Click on 'Add Recipient' on the right side of the screen.



3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.

Add Sample Display

| | | |
|----------------|-----------------|---|
| Display Name * | Email Address * | <input type="checkbox"/> Send email notifications for template payments |
| Sample Display | sample@abc.com | |

4. 'E-mail address' is the recipient's e-mail address.

NOTE: 'Send e-mail notifications' option generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Veritex Community Bank.

5. 'Payment Types' designates which transaction type(s) the account is eligible for.

- a. 'ACH Only' will display only fields corresponding with ACH.
 - i. Enter the recipient's account type and account number.

Accounts (1) + Add account ^

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

Payment Type

ACH Only v

Account Type * Account *

Select Account Type v

Financial Institution (FI) Refined Search **ACH Routing Number ***

Search by name or routing #:

Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023

Management

NOTE: The Financial Institution (FI) lookup tool can be used to dynamically search for a domestic bank or credit union by either name or routing number.

Select the 'Refined Search' option to search for a specific branch location of the domestic bank or credit union based upon city and state.

The ACH Routing Number will populate accordingly.

Financial Institution (FI) Refined Search

Search by name or routing #

Financial Institution (FI) Refined Search ACH Routing Number

Veritek

VERITEK COMMUNITY BANK
8214 Westchester Dr Ste 100 Dallas TX 75225

Wire ABA Number 113024164
ACH ABA Number 113024164

Country *
United States

Financial Institution Refined Search

| Name or Routing Number | City | State | |
|------------------------|--|-----------------|----------------|
| Veritek | Dallas | Select State | Search |
| Display Name * | Address | Wire ABA Number | ACH ABA Number |
| VERITEK COMMUNITY BANK | 4029 Nw Pkwy Dallas, TX 75225 | 113024164 | 113024164 |
| VERITEK COMMUNITY BANK | 6116 N Central Expy, Ste 100 Dallas, TX 75206 | 113024164 | 113024164 |
| VERITEK COMMUNITY BANK | 2101 Abrams Rd Dallas, TX 75214 | 113024164 | 113024164 |
| VERITEK COMMUNITY BANK | 17950 Preston Rd, Ste 100 Dallas, TX 75252 | 113024164 | 113024164 |
| VERITEK COMMUNITY BANK | 8214 Westchester Dr Ste 100 Dallas, TX 75225 | 113024164 | 113024164 |

- b. 'Wire Only' will display only fields corresponding with Wires. Enter the recipient's account number.

NOTE: The Financial Institution (FI) lookup tool can be used to dynamically search for a domestic bank or credit union by either name or routing number.

The Wire Routing Number and Beneficiary Institution address will populate accordingly.

| Account | Payment Type | Financial Institution (FI) | Routing Number |
|-----------------------------|-----------------------------|----------------------------|----------------|
| Account - New | ACH and Wire | | N/A |
| Payment Type | Beneficiary Type | | |
| Wire Only | Domestic | | |
| Account * | Financial Institution (FI) | Refined Search | |
| 12345 | Search by name or routing # | | |
| Beneficiary Institution | | | |
| Display Name * | Country * | FI ABA Number * | |
| VERITEK COMMUNITY BANK | United States | 113024164 | |
| Address 1 * | Address 2 | City * | |
| 8214 Westchester Dr Ste 100 | | Dallas | |
| State * | Postal Code * | | |
| Texas | 75225 | | |

- c. 'ACH and Wire' will display only fields corresponding with both ACH and Wires. Complete the fields for both ACH and Wires in accordance with steps 9a and 9b.

NOTE: The Financial Institution (FI) lookup tool can be used to dynamically search for a domestic bank or credit union by either name or routing number.

The ACH and Wire Routing Number and Beneficiary Institution address will populate accordingly.

- 6. 'Wire Recipient Name' is the name to be inserted into the Fed Wire file.
- 7. 'ACH Recipient Name' is the name to be inserted into the batch header record in the NACHA file.

- 8. 'ACH ID' is a known company identifier associated with the recipient. This is an optional field.
- 9. 'E-mail address' is the recipient's e-mail address.
- 10. Address fields on the bottom half of the screen correspond with the recipient's address.
- 11. Click 'Save Recipient' to complete the setup.

Questions? Call our customer support.
 Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)
 Revised 10/21/2023

International Recipients

1. Select the 'Wire Only' option next to 'Payment Type'
2. Select the 'International' option under 'Beneficiary Type'.
3. Select the desired International Account Type.
4. Complete the required fields designated with an asterisk.

The screenshot shows the 'Account - New' form with the following fields and values:

- Payment Type:** Wire Only
- Beneficiary Type:** International
- International Account Type:** Account and SWIFT/BIC (selected)
- Account #:** 12345

The screenshot shows the 'Account - New' form with the following fields and values:

- Payment Type:** Wire Only
- Beneficiary Type:** International
- International Account Type:** Account, IBAN and SWIFT/BIC (selected)
- Account #:** 12345

NOTE: The fields on the screen will depend on the International Account Type selected in the previous step.