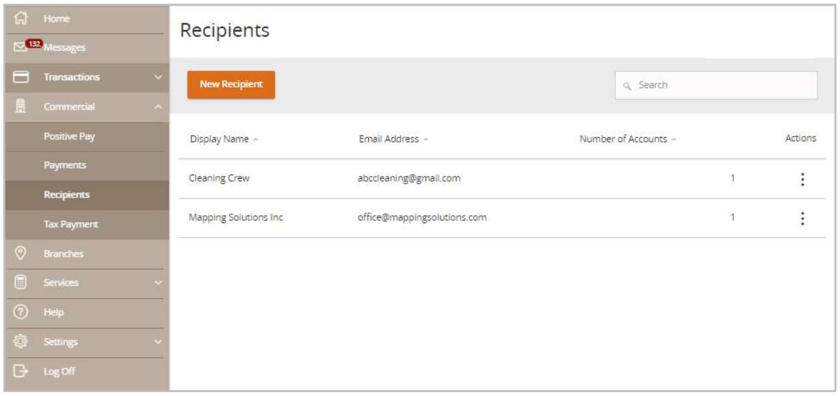
Wire Payment

VERITEX
COMMUNITY BANK

NOTE: A ‘Recipient’ is an individual or company which is credited via Wire.

Recipients

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



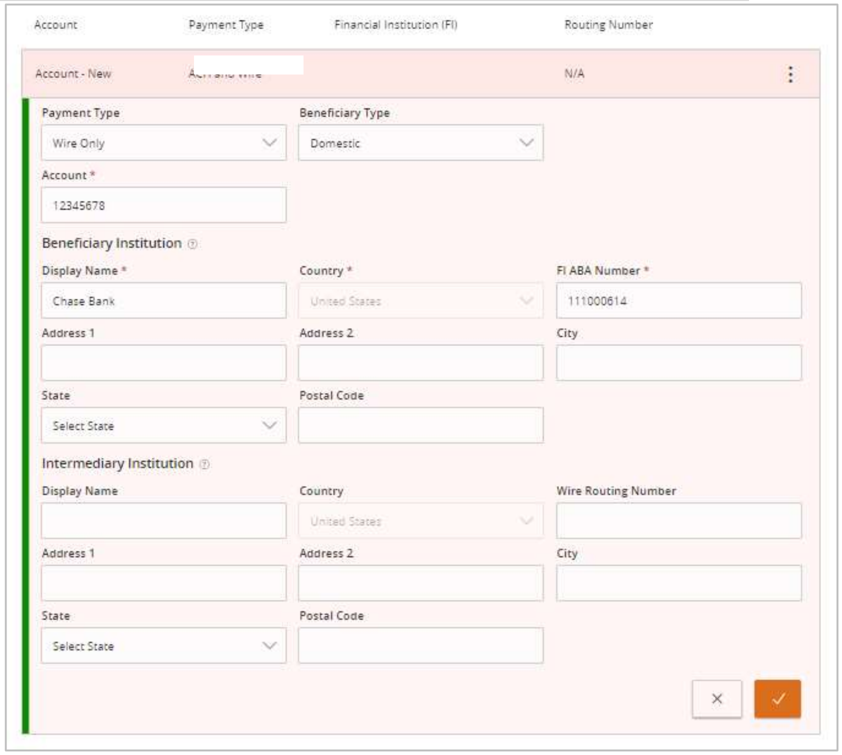
Recipients-Wire Only

1. Enter a ‘Display Name’ for recipient.

NOTE: Enter the legal name for ‘Recipient’ as is at the ‘Receiving Bank’.

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.

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



4. Select 'Wire Only' from the 'Payment Type' drop-down.

NOTE: You can select 'Wire & ACH' from 'Payment Type' drop-down if applicable.

5. Select 'Domestic'or 'International' from the 'Beneficiary Type' drop-down.
6. Enter the 'Account' number.

NOTE: You can search for 'Financial Institution (FI)' by searching the 'Bank Name' or "Wire Routing Number'.

7. Enter 'Receiving Bank Name' in 'Display Name' field under 'Beneficiary Institution' section.
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.

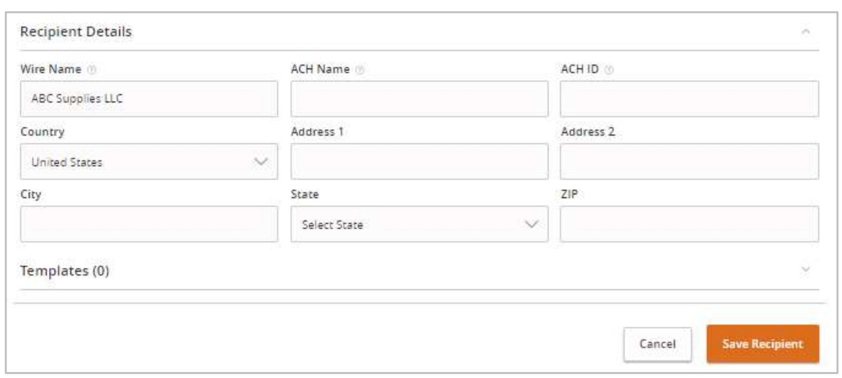
10. Enter the 'Address Information' for the 'Beneficiary Institution'. (Not required.)
11. Enter the 'Intermediary Institution' information. (Not required)

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.

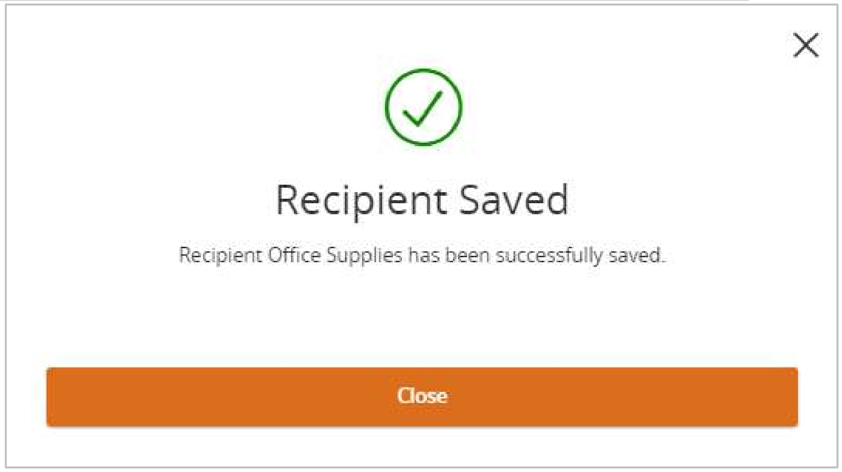
12. Click on 'Orange Check Mark' on the right and 'Account' section will collaspe.
13. Enter 'Wire Name'. This is the recipient name as recognized by the recipient's financial institution.

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'.

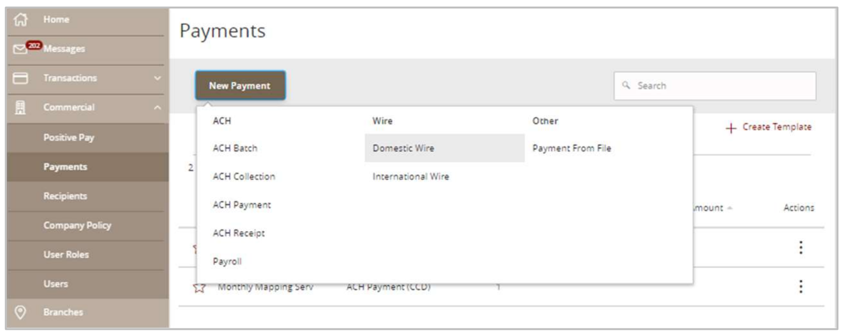


18. Click on ‘Close’ to see list of recipients included the new recipient just created.

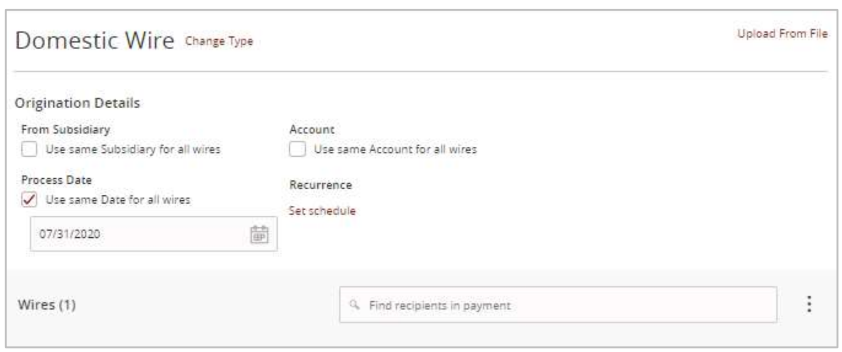


Creating Wire

1. Click on ‘Payments’ under the ‘Commercial’ menu.
2. Click on ‘New Payment.
3. Select ‘Domestic Wire’

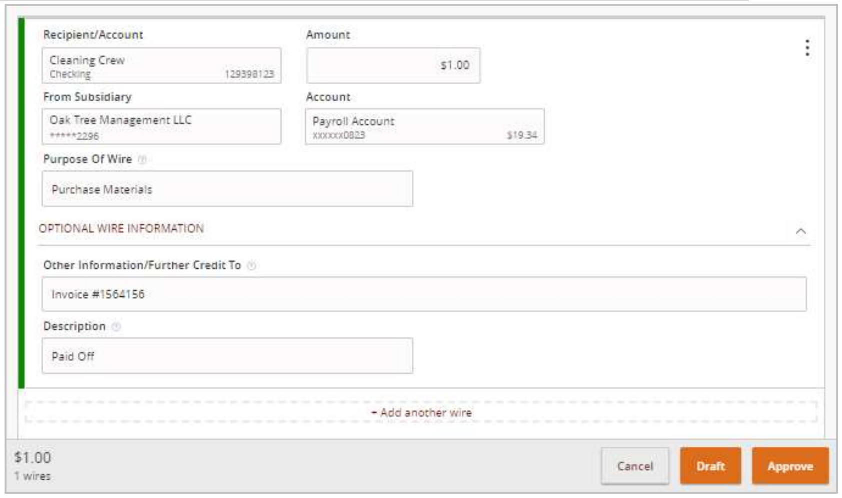


1. ‘From Subsidiary’ can be selected as the same subsidiary for all wires by clicking ‘Use same Subsidiary for all wires’.
2. ‘From Account’ can be selected as the same account for all wires by clicking ‘Use same Account for all wires’.
3. ‘Process Date’ can be selected as the same date for all wires by clicking ‘Use same for all’ (This is the default option).
4. Click on ‘Set Schedule’ to make the multiple wire recurring.



5. Select ‘Recipient/Account’ from drop-down.

6. Enter ‘Amount’.
7. Select ‘From Subsidiary’ from drop-down.
8. Select ‘Account’ from drop-down that ‘Wire’ should be debited from?
9. Enter ‘Purpose’ of ‘Wire’.
10. Click on ‘OPTIONAL WIRE INFORMATION’ to expand additional fields.
11. Enter ‘Other Information/Further Credit To’ for each wire. (Optional)



NOTE: Additional details entered in the ‘Other Information/Further Credit To’ field will be delivered to ‘Recipient’ with ‘Wire’.

12. Enter ‘Discription’ for each wire. (Optional)

NOTE: Additional details entered in the ‘Description’ field will be for internal online banking reference. Is not delivered with ‘Wire’.

13. Click on ‘+Add another wire’ for additional wires.
14. Click on ‘Draft’ or ‘Approve’ depending on user rights.

NOTE: Click on ‘Draft’ to ‘Save’ the ‘Wire’ for ‘Users’ with ‘Approval Rights’.

NOTE: Click on ‘Approve’ to ‘Approve’ the ‘Wire’ with your ‘Token’.

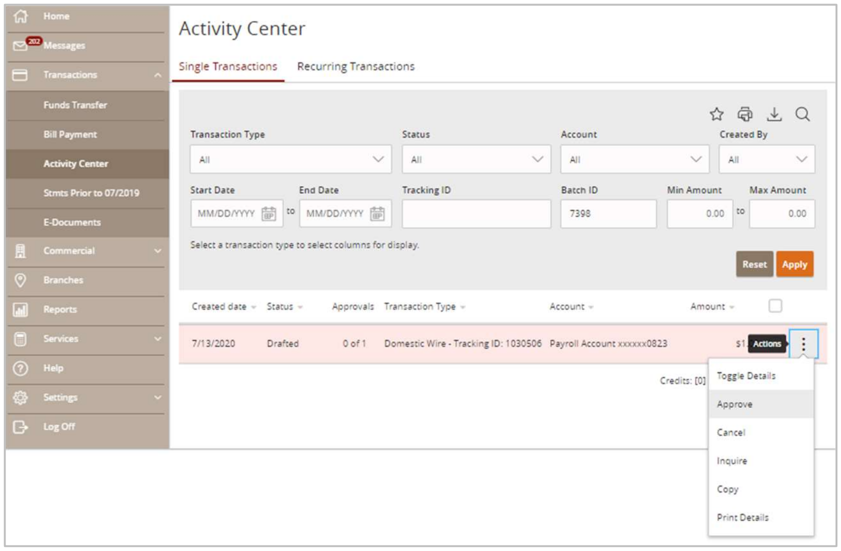
Managing Wires

NOTE: 'Users' with 'Approval Rights' can 'Approve' the 'Wire' that was 'Drafted' in the 'Activity Center'.

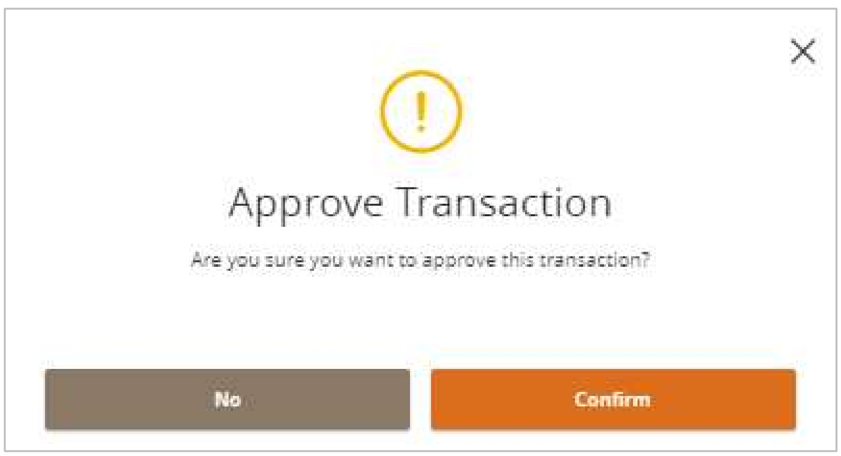
15. Click on 'Activity Center' under the 'Transaction' menu.
16. Click on the three dots on the right-hand corner for the 'Wire' and click on 'Approve' from the 'Actions' drop-down.

NOTE: You can 'Toggle Details', 'Cancel Wire', Inquire' about 'Wire', 'Copy', or 'Print Details' for the wire.

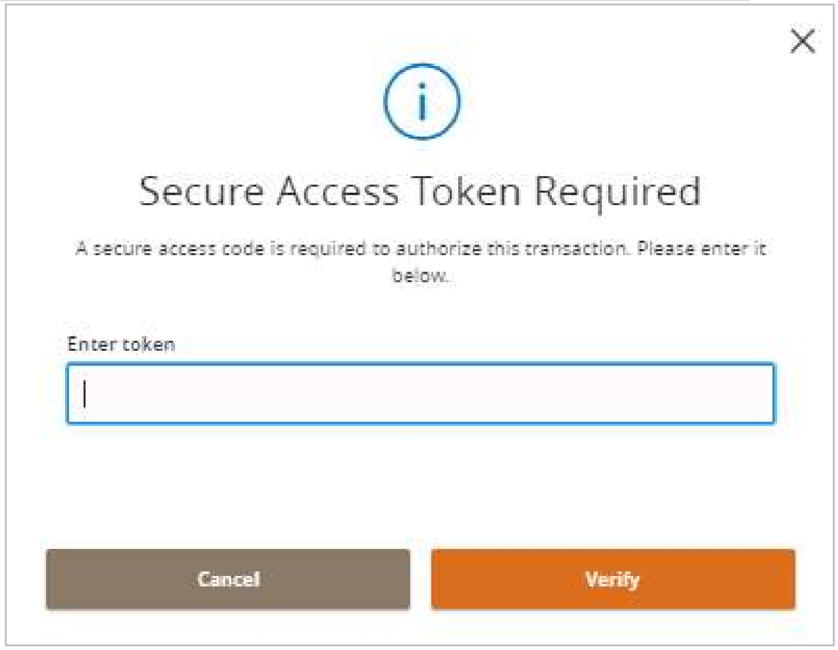
***If you are needing to 'Cancel' a 'Wire' and the 'Cancel' option is not available, call Treasury Support – 972-349-6195.**



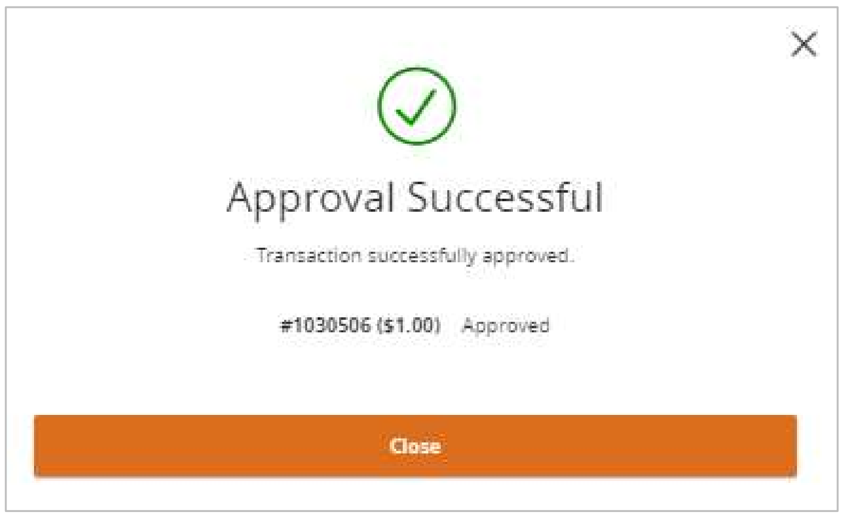
17. Click on 'Confirm'.



18. Enter 'Token' code.
19. Click 'Verify'.



20. 'Approval Successful' message will appear on screen. Click on 'Close' to return to 'Activity Center' screen.



*If you would like to setup 'Wire Notifications' for both 'Incoming' and/or 'Outgoing' 'Wires' please send email to treasury@veritexbank.com with a list of accounts you would like them for and a list of who should receive the notices along with their email.