

COMMERCIAL CENTER Payee Maintenance Guide



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Create an ACH or Wire Payee

You can manage your payees separately from your templates with Payee Maintenance. You Can designate a payee for both ACH and Wires. Select the Payment & Transfers menu and choose Payee Maintenance.

Payments & Transfers

Payment Activity ACH Payments Wire Transfer Account Transfer Payee Maintenance Import Maintenance

🥜 Edit 🛛 🎡 Make Payment 🔻

🎡 Make Payment 🔻 Items to display: 10 20 50

6 Edit

From the Payee Maintenance page, you can create new, delete or edit payees. To create a new payee, select Create Payee.

Payee Maintenance : Manage Payees

Search Payees				
Display Name		Payee ID		
Payee Type All	~	Payee Name		
Account Number				
Show 10 results per page, sorted b	by Display Name in asce	ending order, including summ	ary	
Search Payees	Oreate Payee			
Display Name *	Payee ID	Payee Name	Payee Type	
Prev 1 Next Go to page 1	Showing 1 - 7 of 7			Items to display: 10 20 50
George Washington	*3	George Washington	Individual	🥜 Edit 👹 Make Payment 💌
I W Test	*0002	I W Test	Individual	🥜 Edit) 🎡 Make Payment 💌
X Test Pavee	*2	Test Pavee	Individual	🖉 Edit

Thomas Jefferson

Wire Test

Individual

Individual

Thomas Jefferson

Wire Test

Prev 1 Next Go to page 1

×

*4

*101

Showing 1 - 7 of 7



Create Payee

No accounts defined fo	r payee				
Account Information	on Bank Information	Authorized For	Debit Account	Туре	Default Account
yee Accounts					
		Email Address			
			Note: P.O. Boxes are not	t valid for	r Wire Transfers
		Address 3			
* Payee Type	Individual 🗸	Address 2	Washington DC		
* Payee ID	16	Address 1	The White House		
* Payee Name	Abraham Lincoln	Display Name			
+					

Complete all the fields or drop-down choices that are required and select Add Account

Create Payee Payee Information * Payee Name Abraham Lincoln Display Name * Payee ID 16 Address 1 The White House * Payee Type Individual \sim Address 2 Washington DC Address 3 Note: P.O. Boxes are not valid for Wire Transfers Email Address Payee Accounts Account Information Bank Information Authorized For Debit Account Type Default Account No accounts defined for payee Add Account



On the Add Account menu, you can add both ACH and Wire transfer information. Once you have completed all the required fields marked with an asterisk for ACH and/or Wire, select **Save Account**

Add Payee Account		
Account Information		
* Account Name	Abraham Lincoln	
* Beneficiary Account	Account Number 🗸	
* Account Number	1234567	
L. L. L.		
ACH Information Account can be used in ACH Te	emplates and Batches	
_	B	
Bank Lookup	Bank Name: MID PENN BANK	Debit Authorization Type Not Authorized
	Bank Address: HALIFAX, PA	Prenote No Prenote
* Bank ID	031308807	
Bank Name	MID PEN MILLERSBG	
Account Type	DDA 🗸	
Wire Information	amplates and Transactions	
Account can be used in whe h	emplates and Transactions	
Parti Lashur	Bank ID: 031308807 (ABA)	P
Валк соокир	Bank Name: MID PENN BANK Bank Address: MILLERSBURG, PA	Correspondent Bank LOOKUp
Beneficiary Bank ID Type		
Beneficiary Bank ID	031308807	
Beneficiary Bank Name	MID PENN BANK	Intermedian/ Bank Lookun
Bank Address 1		Intermediary Bank ID
Bank Address 2		Intermediany Bank ID Type None Selected ¥
Bank Address 3		Intermediary Bank Name
International Bank		
* Beneficiary Bank Country	United States	▼
International Routing Number		
* Beneficiary Account	Account Number	
* Beneficiary ID	1234567	
* Beneficiary Country	United States	<u>×</u>
Contact Name		
Phone Number		
Save Account		

Select **Save** to confirm your changes and return to the Payee Maintenance page.



Create	Payee						
PAn acco	ount has been added	or modified to the payee. I	in order to commit the	change, the 'Sav	ve' button must	be pressed.	
Payee Info	ormation						
	* Payee Name Abra	ham Lincoln	Display Name				
	* Payee ID 16		* Address 1 Th	e White House			
	* Payee Type Indiv	vidual 🗸	* Address 2 W	ashington DC			
			Address 3				
			Not	e: P.O. Boxes are not v as and RT Payments	alid for		
			Email Address				
ayee Acc	ounts	on Bank Information	Authorized For	Account	Default		
×	1234567 - Abraham Lincoln	031308807 - MID PEN MILLERSBG	Debit	DDA	Account 🗸	in <i>¶</i>	6 Edit
🙆 Add	Account						
✔ Save	X Cancel						

indicates required fields
Page generated on 10/05/2020 at 3:41 PM EDT

Creating a Transfer from Payee Maintenance

You can launch directly to making a payment or creating a template from the Payee Maintenance screen. Select **Make Payment** for the payee



Payee Maintenance

×

X

George Washington

I W Test

*3

*0002

Display Name 🔺	Payee ID	Payee Name	Payee Type	
Show 10 results per page, sorted	Oisplay Name in asce Oreate Payee	nding order, including sur	nmary	
Account Number				
Payee Type All	~	Payee Name		
enapley Harrie		Payee ID		
Display Name				

George Washington

I W Test

Individual

Individual

ACH

Payment Wire

Payment

🥒 Edit

Carl Edit



Complete the required fields and select **Request Transfer for Wires and Request Beach for ACH. Then choose confirm to submit.**

count Information							
* Payment Date	03/18/2019	e la					
* Debit Account				19			
* Originator Name	MPB Te	st					
* Originator Address 1	894 Mai	n Street					
* Originator Address 2	Millers	burg, PA					
Originator Address 3							
* Payment Currency			0				
* Amount			~				
eneficiary / Pavee Infor	mation			Beneficia	v Bank Informa	tion	
Payee Name	Abraham Line	coln			Name		
Beneficiary ID Type	Account Num	iber		Beneficia	ry Bank ID Type I	Fed ABA	
Beneficiary ID	*1258			Beneficiary Bank ID 031308807			
* Address 1	The White He	ouse		* Address 1			
* Address 2	Washington I	DC			* Address 2		
Address 3					Address 3		
Beneficiary Country	US - United	States		Intl	Routing Number		
Contact Name				Beneficia	ry Bank Country	US - United States	
Phone Number							
Additional Bank Inform	nation						
litti and Defense of Tef							
Iditional Reference Info	ormation						
Purpose	Of Payment						
Additional Information Fo	r Beneficiary	Nata Mariana 3	C also an atom	ere Bald			
		Note: Maximum 3	5 characters	per field			
4	Notify Me	Pending Actions: I Pending Release: System Events: Nr Complete - Unsuo Complete - Succes Early Action Taker Early Action Remo Eventsed: Notific via	Notify via EM/ Notify via EMA cessful: Notify ssful: Notify v n: Notify via E wed: Notify v EMAT	AIL AIL L Via EMAIL ia EMAIL MAIL ia EMAIL			



Editing or Deleting a Payee

To edit a payee, select **Edit** next to the payee's name. To delete the payee completely, select the red **X** to the left of the payee's name

Payee Maintenance : Manage Payees

8729 GD 6229	2 D23	121 121	2 2	
🔑 Search Payees	Create Payee			
ihow 10 results per page, sorted b	by Display Name in asce	nding order, including s	ummary	
Payee Type All	~	Payee Name		
Display Name		Payee ID		
-carefr ayees				

Prev 1 Next Go to page 1	Showing 1 - 8 of 8			Items to display: 10 20 50
🔀 Abraham Lincoln	*16	Abraham Lincoln	Individual	🥜 Edit) 🎲 Make Payment 🔻
Seorge Washington	*3	George Washington	Individual	🥜 Edit 👹 Make Payment 💌

Edit the customer information or delete the entire account by clicking on the red X. To edit the account information, select **Edit**.

EDIT PAY	LE ormation										
i ayee mit	* Payee Name	Abraham	1 Lincoln	7 1	Display Name	Abraha	m Lincoln				
	* Payee ID	1234567	,	า้	* Address 1			۲,			
	* Payee Type	Individu	al 🗸]	* Address 2			5			
					Address 3						
						Note: P.O Wires and). Boxes are not vali d RT Payments	d for			
				E	Email Address						
Payee Acc	ounts										
	Account Infor	mation	Bank Inform	ation	Authorized F Debit	or	Account Type	Default Account			
×	Account Infor 1234567 - Abral Lincoln	mation ham	Bank Informa 031308807 - M MILLERSBG	ation IID PEN	Authorized F Debit	or	Account Type DDA	Default Account	I	6 Edit	
X Add	Account Infor 1234567 - Abral Lincoln Account	mation ham	Bank Informa 031308807 - M MILLERSBG	ation /	Authorized F Debit	or	Account Type DDA	Default Account	e 49	Contraction Edit	
Add	Account Infor 1234567 - Abral Lincoln Account X Cancel	mation ham	Bank Informa 031308807 - M MILLERSBG	ation /	Authorized F Debit	or	Account Type DDA	Default Account	•	Contraction Edit	
Add	Account Infor 1234567 - Abral Lincoln Account	mation ham	Bank Informa 031308807 - M MILLERSBG	ation 4	Authorized F Debit	or	Account Type DDA	Default Page g	# j enerated on 10/0	Edit ndicates require 5/2020 at 4:03 F	d fields M EDT

Select Save to save your changes to return to the Payee Maintenance page