



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

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 by Display Name in ascending order, including summary

Display Name ^	Payee ID	Payee Name	Payee Type	
<div style="display: flex; justify-content: space-between; align-items: center;"> Prev 1 Next Go to page 1 Showing 1 - 7 of 7 Items to display: <input type="text" value="10"/> <input type="text" value="20"/> <input type="text" value="50"/> </div>				
<input type="button" value="X"/> George Washington	*3	George Washington	Individual	<input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="button" value="X"/> I W Test	*0002	I W Test	Individual	<input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="button" value="X"/> Test Payee	*2	Test Payee	Individual	<input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="button" value="X"/> Thomas Jefferson	*4	Thomas Jefferson	Individual	<input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="button" value="X"/> Wire Test	*101	Wire Test	Individual	<input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> Prev 1 Next Go to page 1 Showing 1 - 7 of 7 Items to display: <input type="text" value="10"/> <input type="text" value="20"/> <input type="text" value="50"/> </div>				

Create Payee

Payee Information

* Payee Name

* Payee ID

* Payee Type

Display Name

Address 1

Address 2

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
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No accounts defined for payee

[+ Add Account](#)

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

Create Payee

Payee Information

* Payee Name

* Payee ID

* Payee Type

Display Name

Address 1

Address 2

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
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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

* Beneficiary Account

* Account Number

ACH Information
Account can be used in ACH Templates and Batches

[Bank Lookup](#)

Bank ID: 031308807 (ABA)
Bank Name: MID PENN BANK
Bank Address: HALIFAX, PA

* Bank ID

Bank Name

Account Type

Debit Authorization Type

Prenote *No Prenote*

Wire Information
Account can be used in Wire Templates and Transactions

[Bank Lookup](#)

Bank ID: 031308807 (ABA)
Bank Name: MID PENN BANK
Bank Address: MILLERSBURG, PA

Beneficiary Bank ID Type

Beneficiary Bank ID

Beneficiary Bank Name

Bank Address 1

Bank Address 2

Bank Address 3

International Bank

* Beneficiary Bank Country

International Routing Number

* Beneficiary Account *Account Number*

* Beneficiary ID *1234567*

* Beneficiary Country

Contact Name

Phone Number

[Correspondent Bank Lookup](#)

Correspondent Bank ID

Correspondent Bank ID Type

Correspondent Bank Name

[Intermediary Bank Lookup](#)


Intermediary Bank ID

Intermediary Bank ID Type

Intermediary Bank Name

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

Create Payee


 An account has been added or modified to the payee. In order to commit the change, the 'Save' button must be pressed.

Payee Information

* Payee Name	<input type="text" value="Abraham Lincoln"/>	Display Name	<input type="text"/>
* Payee ID	<input type="text" value="16"/>	* Address 1	<input type="text" value="The White House"/>
* Payee Type	<input type="text" value="Individual"/>	* Address 2	<input type="text" value="Washington DC"/>
		Address 3	<input type="text"/>
		<small>Note: P.O. Boxes are not valid for Wires and RT Payments</small>	
		Email Address	<input type="text"/>

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account	
 1234567 - Abraham Lincoln	031308807 - MID PEN MILLERSBG		DDA	<input checked="" type="checkbox"/>	   Edit

 Add Account

 Save  Cancel

* indicates required fields
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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

Search Payees

Display Name	<input type="text"/>	Payee ID	<input type="text"/>
Payee Type	All <input type="button" value="v"/>	Payee Name	<input type="text"/>
Account Number	<input type="text"/>		


Show 10 results per page, sorted by Display Name in ascending order, including summary


Display Name	Payee ID	Payee Name	Payee Type		
<input type="button" value="Prev"/> <input type="button" value="1"/> <input type="button" value="Next"/> Go to page 1	Showing 1 - 8 of 8		Items to display: <input type="button" value="10"/> <input type="button" value="20"/> <input type="button" value="50"/>		
<input type="button" value="x"/>	Abraham Lincoln	*16	Abraham Lincoln	Individual	<input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
<input type="button" value="x"/>	George Washington	*3	George Washington	Individual	<input type="button" value="Edit"/> <input type="button" value="ACH Payment"/> <input type="button" value="Wire Payment"/>
<input type="button" value="x"/>	I W Test	*0002	I W Test	Individual	<input type="button" value="Edit"/> <input type="button" value="ACH Payment"/> <input type="button" value="Wire Payment"/>

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

Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

Account Information

* Payment Date 


* Debit Account 

* Originator Name

* Originator Address 1

* Originator Address 2

Originator Address 3

* Payment Currency 

* Amount

Beneficiary / Payee Information	Beneficiary Bank Information
Payee Name <input type="text" value="Abraham Lincoln"/>	Name <input type="text"/>
Beneficiary ID Type <input type="text" value="Account Number"/>	Beneficiary Bank ID Type <input type="text" value="Fed ABA"/>
Beneficiary ID <input type="text" value="*1258"/>	Beneficiary Bank ID <input type="text" value="031308807"/>
* Address 1 <input type="text" value="The White House"/>	* Address 1 <input type="text"/>
* Address 2 <input type="text" value="Washington DC"/>	* Address 2 <input type="text"/>
Address 3 <input type="text"/>	Address 3 <input type="text"/>
Beneficiary Country <input type="text" value="US - United States"/>	Intl Routing Number <input type="text"/>
Contact Name <input type="text"/>	Beneficiary Bank Country <input type="text" value="US - United States"/>
Phone Number <input type="text"/>	


▶ Additional Bank Information

Additional Reference Information

Purpose Of Payment

Additional Information For Beneficiary

Note: Maximum 35 characters per field

 [Notify Me](#)

- Pending Actions: Notify via EMAIL
- Pending Release: Notify via EMAIL
- System Events: Notify via EMAIL
- Complete - Unsuccessful: Notify via EMAIL
- Complete - Successful: Notify via EMAIL
- Early Action Taken: Notify via EMAIL
- Early Action Removed: Notify via EMAIL
- Expired: Notify via 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

Search Payees

Display Name Payee ID
 Payee Type Payee Name
 Account Number

Show 10 results per page, sorted by Display Name in ascending order, including summary

Display Name ^	Payee ID	Payee Name	Payee Type	
Prev 1 Next Go to page 1 Showing 1 - 8 of 8				Items to display: 10 20 50
	Abraham Lincoln	*16	Abraham Lincoln	Individual <input type="button" value="Edit"/> <input type="button" value="Make Payment"/>
	George Washington	*3	George Washington	Individual <input type="button" value="Edit"/> <input type="button" value="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 PAYEE

Payee Information

* Payee Name Display Name
 * Payee ID * Address 1
 * Payee Type * Address 2
 Address 3
Note: P.O. Boxes are not valid for Wires and RT Payments
 Email Address

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account	
1234567 - Abraham Lincoln	031308807 - MID PEN MILLERSBG		DDA	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

* indicates required fields
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Select **Save** to save your changes to return to the Payee Maintenance page