

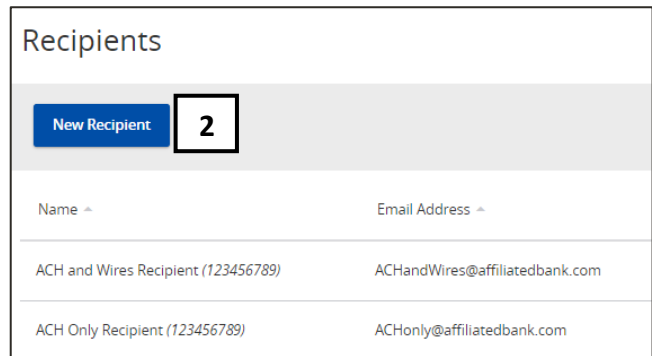
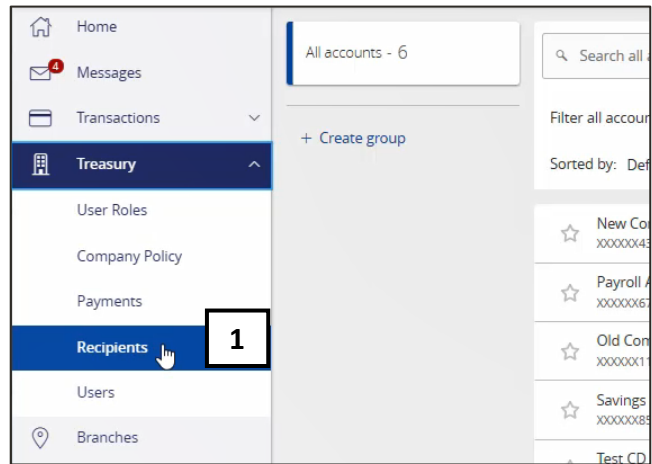
Please note, a Recipient is an individual or company which is either debited or credited via ACH or wire.

1. Select the **Treasury** menu and then select **Recipients**.

New Recipient

2. Click the **New Recipient** button.
3. Enter **Display Name** and **Email Address**.

Please note, **Send e-mail notifications** generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Susser Bank. The email message does not contain confidential information.



4. Select the **Payment Type** which designates the transaction type(s) for which the account is eligible.

- a. **Payment Type ACH and Wire** displays fields corresponding with both ACH and wires. Complete all required fields designated with an asterisk.
- b. **Payment Type ACH Only** displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.
- c. **Payment Type Wire Only** displays fields corresponding with only wires. Complete all required fields designated with an asterisk.

5. Click the **check mark** when the account setup is complete.

6. Select **Add account** to add an additional account or select Save Recipient to complete the setup.

Account - New ACH and Wire N/A

Payment Type **4a** ACH and Wire ✓ Beneficiary Type Domestic

Account Type * Checking Account * 12345

ACH Routing Number * 311978818

Beneficiary FI

Name * Sample Country * United States Wire Routing Number * 311978818

Address 1 * 123 Main St Address 2 City * Fort Worth

State * Texas Postal Code * 76109

Intermediary FI

Name Country Wire Routing Number

Address 1 Address 2 City

State Select State Postal Code

5

Account - New ACH and Wire N/A

Payment Type **4b** ACH Only ✓

Account Type * Checking Account * 12345

ACH Routing Number * 311978818

Beneficiary FI

Name * Sample Country * United States Wire Routing Number * 311978818

Address 1 Address 2 City

State Select State Postal Code

Intermediary FI

Name Country Wire Routing Number

Address 1 Address 2 City

State Select State Postal Code

5

Account - New ACH and Wire N/A

Payment Type **4c** Wire Only ✓ Beneficiary Type Domestic

Account * 12345

Beneficiary FI

Name * Sample Country * United States Wire Routing Number * 311978818

Address 1 Address 2 City

State Select State Postal Code

Intermediary FI

Name Country Wire Routing Number

Address 1 Address 2 City

State Select State Postal Code

5

Display Name * Sample Display Email Address * sample@abc.com

Send me payments for template

6

Accounts (1) + Add account

7. Complete all required fields in the **Recipient Details** section and click **Save Recipient**.

Please note, address fields within Recipient Details are for the recipient's address. This is required for Wire Transfers.

Existing Recipient

8. Click the **Actions** icon next to an existing recipient to display available options.
 - a. Edit the recipient.
 - b. Delete the recipient.
 - c. View online payment history for which the recipient was linked.

Recipient Details

Wire Name *	ACH Name *	ACH ID *
Sample Wire	Sample ACH	12345
Country	Address 1 *	Address 2
United States	123 Main	
City *	State *	ZIP *
Fort Worth	Texas	76109

Templates (0)

Cancel Save Recipient

Recipients

New Recipient Search

Name --	Email Address --	Number of Accounts --
ACH and Wires Recipient (123456789)	ACHandWires@affiliatedbank.com	
ACH Only Recipient (123456789)	ACHonly@affiliatedbank.com	
Achley Russell	aruszell@affiliatedbank.com	

Click to view recipient actions

- Edit
- Delete
- Payment History