# SusserBank

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 the Display Name and Email Address.

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

۲	Home		Home
_1	Messages		Home
	Transactions	~	ACCOUNTS 🖉
₿	Treasury	^	Business Checking Plus
	Wire Activity		Available Balance Current Balance
	Payments 1		
	Recipients the		New Commercial Checking Available Balance Current Balance

Recipients	
New Recipient 2	]
Name 👻	Email Address 👻
John Doe	
Add Sample Display	3
Display Name *	Email Address *

sample@abc.com



Send email notifications for templat payments

Sample Display

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- **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.

Account - New	ACH and Wire		N/A
Payment Type	49	ciary Type	
ACH and Wire		estic	
Account Type *		Account *	
Checking	$\sim$	12345	
ACH Routing Number *			
311978818			
Beneficiary Fl 💿			
Name *		Country *	Wire Routing Number *
Sample		United States	311978818
Address 1 *		Address 2	City *
123 Main St			Fort Worth
State *		Postal Code *	
Texas	$\sim$	76109	
Intermediary Fl 💿			
Name		Country	Wire Routing Number
		United States	
Address 1		Address 2	City
State		Postal Code	
Select State	$\sim$		5
Select State	~		×

Account - New	ACH and Wire	N/A	:
Payment Type ACH Only Account Type * Checking	4b ~ Account* 12345		
ACH Routing Numb	er *		5

Account - New	ACH and Wire		N/A :
Payment Type	4 -	Beneficiary Type	
Wire Only	4C	Domestic $\checkmark$	
Account *			
12345			
Beneficiary Fl 💿			
Name *		Country *	Wire Routing Number *
Sample		United States $\checkmark$	311978818
Address 1 *		Address 2	City *
123 Main			Fort Worth
State *		Postal Code *	
Texas		76109	
Intermediary Fl 💿			
Name		Country	Wire Routing Number
		United States $\checkmark$	
Address 1		Address 2	City
State		Postal Code	_
Select State	$\sim$		5
			×

(800) 395-3900 3030 Matlock Rd Arlington, TX 76015 www.SusserBank.com



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

Display Name *	Email Address *	
Sample Display	sample@abc.com	Send ensurements for template
Accounts (1)		• Add account

Beneficiary Name * 💿	ACH Name ③	ACH ID 🕐	
Sample Wire	Sample ACH	12345	
Country	Address 1 *	Address 2	
United States	V 123 Main St		
City *	State *	ZIP *	
Fort Worth	Texas	√ 76109	
Templates (0)			7 ~

#### **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.

Recipients			
New Recipient		9, Search	
Name 🗸	Email Address 🗟	Number of Accounts 👻	8
John Doe		Click to view recipie	nt actions
Stephanie Sample		Edit	
Jane Doe		Delete Payme	ent History