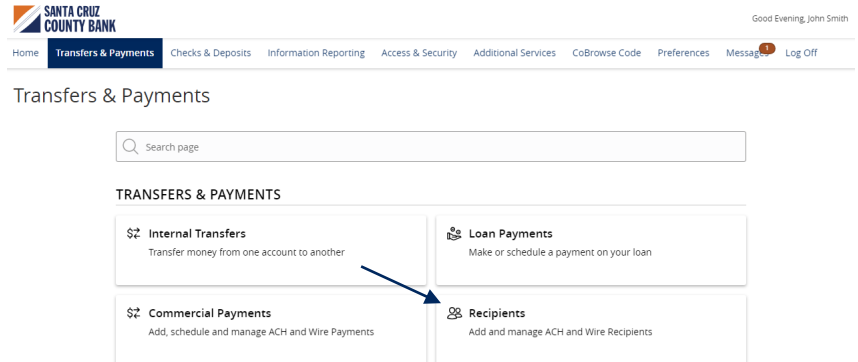


# ACH or Wire Recipient Guide

**NOTE:** A 'Recipient' is an individual or company which is either debited or credited via ACH or wire.

1. Select the 'Transfers & Payments' menu and then select 'Recipients'.

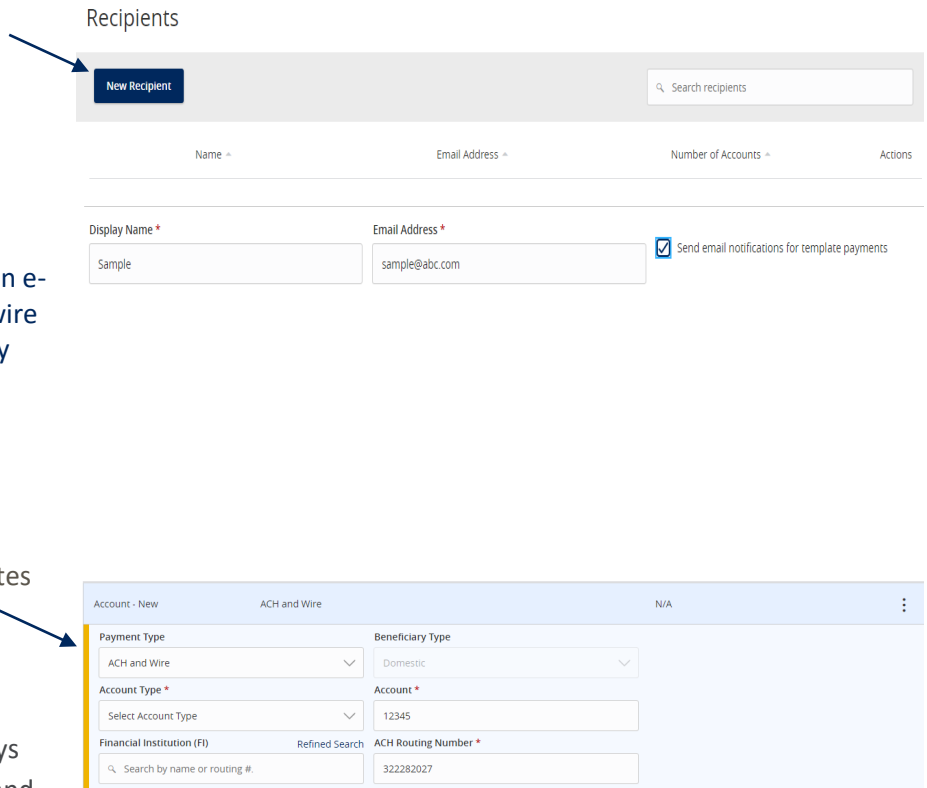


## New Recipient

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

**NOTE:** 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Santa Cruz County 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.



# ACH or Wire Recipient Guide

**NOTE:** The Financial Institution (FI) search function allows for the dynamic search of domestic banks and credit unions. Enter the FI name or ABA number in the field. When the desired FI has been selected, the corresponding ACH Routing Number and Wire Beneficiary FI information will automatically populate.

b. 'Payment Type 'ACH Only' displays fields corresponding with only ACH. Complete all required fields designated with an asterisk.

Account - New ACH and Wire N/A

Payment Type  
ACH Only

Account Type \*  
Checking

Account \*  
12345

Financial Institution (FI) Refined Search  
Search by name or routing #.

ACH Routing Number \*  
322282027

X ✓

c. Payment Type 'Wire Only' displays fields corresponding with only wires. Complete all required fields

d. designated with an asterisk.

Account - New ACH and Wire N/A

Payment Type  
Wire Only

Beneficiary Type  
Domestic

Account \*  
12345

Financial Institution (FI) Refined Search  
Search by name or routing #.

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

Beneficiary FI ⓘ

Name \* SANTA ANA FCU Country \* United States FI ABA Number \* 322282027

Address 1 \* 800 W Santa Ana Blvd Address 2 City \* Santa Ana

State \* California Postal Code \* 92701

Intermediary FI ⓘ

Name \* CATALYST CORPORATE FCU Country \* United States Wire Routing Number \* 311990511

Address 1 \* Address 2 City \*

State \* Select State Postal Code \*

X ✓



Questions? We're here to help. [eBanking@sccountybank.com](mailto:eBanking@sccountybank.com). 831.457.5000 option 1



# ACH or Wire Recipient Guide

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

Display Name \*  Email Address \*   Send email notifications for template payments

Accounts (1) [+ Add account ^](#)

7. Complete all required fields in the 'Recipient Details' section.

**NOTE:** Address fields within 'Recipient Details' are for the recipient's address. This is required for Wire Transfers.

Recipient Details

Wire Name * <input type="text"/>	ACH Name * <input type="text"/>	ACH ID <input type="text"/>
Country <input type="text" value="United States"/>	Address 1 * <input type="text"/>	Address 2 <input type="text"/>
City * <input type="text"/>	State * <input type="text" value="Select State"/>	ZIP * <input type="text"/>

Templates (0)

