Adding a Recipient



Good Evening

Search recipient

Number of Accounts

In the navigation menu, select Business Banking.

Click on the Recipients Tile.

RCB BANK Good Evening								
(;) ⊡ ⁴⁶ 13	Home Messages Transfers & Payments	Business Banking Section Business Banking services						
₿	Business Banking	\$2 Payments 28 Recipients						
	eDocuments	Create, modify initiate or delete ACH or Create, modify or delete recipients	-					
	Card Services Services	2 Positive Pay Manage payment decisions						
٢	Settings							
≡	Chat With Us							
G	Log Off							

Select the New Recipient button.

On the Add Recipient page, enter the Display Name.

(Optional) Enter the recipient Email Address, then select the check box to send email notifications for template payments.

In the Accounts sections, select a Payment Type, then do one of the following:

For an ACH Only payment type, do the following:

- Select an Account Type.
- Enter an Account number.
- In the Financial Institution (FI) field, enter the FI's name or routing number, then select your FI. This populates the ACH Routing Number field.

RCB BANK

3 Transfers & Payment

Business Banking
 eDocuments

Recipients

New Recipient

Name

(규 Home

Messages

For a Wire Only payment type, do the following:

- Select a Beneficiary Type.
- Enter an Account number.
- In the Financial Institution (FI) field, enter the FI's name or routing number, then select your FI. This populates the fields in the Beneficiary FI section. If the FI uses a

Add Recipient										
Display Name *		Email Address		Send email notifications for template payments						
Accounts (1)				+ Add	account ^					
Account	Payment Type	Financial Institution (FI)		Routing Number						
Account - New	ACH and Wire			N/A	:					
Payment Type		Beneficiary Type								
ACH and Wire	\sim	Domestic								
Account Type *		Account *								
Select Account Type	\sim									
Financial Institution (FI)	Refined Search	ACH Routing Number *								
 Search by name or r 	routing #.									

Adding a Recipient



correspondent or intermediary bank for wires, this will also populate the Receiving FI or Intermediary FI fields.

- (Optional) In the Receiving FI section, enter the Name and Wire Routing Number.
- (Optional) In the Intermediary FI, enter the Name, Wire Routing Number, Address, City, State, and Postal Code.

For an ACH and Wire payment type, do the following:

- Select an Account Type.
- Enter an Account number.
- In the Financial Institution (FI) field, enter the FI's name or routing number, then select your FI. This populates the fields in the Beneficiary FI section.
- (Optional) In the Receiving FI section, enter the Name and Wire Routing Number.
- (Optional) In the Intermediary FI, enter the Name, Wire Routing Number, Address, City, State, and Postal Code.

In the Recipient Details section, do the following:

- Enter a Wire Name, ACH Name, and ACH ID.
- Select a Country, then enter the Address, City, State, and Postal Code.

Click or tap Save Recipient.

Tip: To add additional associated accounts to the recipient, click or tap + Add account in the Accounts section, then repeats steps 5-7.