

Recipient Management

A 'Recipient' is an individual or company which is either debited or credited via ACH or Wire.

Add Domestic Recipient

1. Select the 'Recipients' option under the 'Commercial Functions' menu.
2. Click on 'Add Recipient' on the right side of the screen.

The screenshot shows the 'Recipient Management' interface. On the left is a navigation menu with 'Recipients' selected under 'Commercial Functions'. The main area displays a grid of recipient cards. Each card includes a name, the number of accounts, and an email address. At the top of the main area are search and sort controls, and an 'Add Recipient' button is located in the top right corner.

Recipient Name	Number of Accounts	Email Address
Don Childress	1 account(s)	
International Recipient	1 account(s)	
Jennifer Childress	1 account(s)	
Jones, Chipper	3 account(s)	chipper@braves.com
Livy Childress	1 account(s)	
Maddux, Greg	1 account(s)	greg@braves.com
Murphy, Dale	1 account(s)	dale@braves.com
Shadow Childress	1 account(s)	
Sophie Childress	1 account(s)	
Tiger Childress	1 account(s)	

3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. 'ACH Name' is the name to be inserted into the batch header record in the NACHA file.
5. 'Wire Name' is the name to be inserted into the Fed Wire file.
6. E-mail address is the recipient's e-mail address.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by United Community Bank

7. Address fields on the bottom half of the screen is the recipient's address. These are optional.

8. Click 'Next' to add a recipient account.

Accounts ▾
Messages
Chat
Transactions ▾
Commercial ▲
Users
ACH and Wire
Recipients
Subsidiaries
ACH Pass-Thru
Tax Payment
Transaction Monitoring
Branches
Services ▾
Help
Settings ▾
Log Off

Add Sample Recipient

Recipient Detail

DISPLAY NAME *
Sample Recipient

ACH NAME Recipient Name **WIRE NAME** Recipient Name

E-MAIL ADDRESS
recipient@company.com

Send e-mail notifications

COUNTRY
United States ▾

ADDRESS 1

ADDRESS 2

CITY _____ **STATE** Select State ▾ **ZIP** _____

* - Indicates required field

Cancel **Next**

- 9. 'Payment Types Allowed' designates what transaction type(s) the account is eligible for.
 - a. 'ACH Only' will display only fields corresponding with ACH. Enter the recipient's account type, account number and ACH routing number.
 - b. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Add Sample Recipient

Recipient Detail **Checking - New**

Payment Types Allowed Remove this account

ACH Only ACH and Wire Wire Only

Account Detail

Account Type *
Checking ▾

Account *
123465798

Financial Institution (FI)
UNITED COMMUNITY BANK
BLAIRSVILLE, GA
Wire ABA: 061112843
ACH ABA: 061112843

ACH Routing Number *
061112843

* - Indicates required field

- c. 'Wire Only' will display only fields corresponding with Wires. Enter the recipient's account number, Wire Routing Number and address information.
- d. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Add Sample Recipient

Recipient Detail
Checking - New

Payment Types Allowed
Remove this account

ACH Only
ACH and Wire
Wire Only

Account Detail	Beneficiary Bank	Intermediary Bank
Account * <input style="width: 100%;" type="text" value="123465798"/>	Name * <input style="width: 100%;" type="text" value="UNITED COMMUNITY BANK"/>	Name <input style="width: 100%;" type="text"/>
Financial Institution (FI) <div style="border: 1px solid #ccc; padding: 2px;"> UNITED COMMUNITY BANK BLAIRSVILLE, GA Wire ABA: 061112843 ACH ABA: 061112843 </div>	Country <input style="width: 100%;" type="text" value="United States"/>	Country <input style="width: 100%;" type="text" value="United States"/>
	Wire Routing Number * <input style="width: 100%;" type="text" value="061112843"/>	Wire Routing Number <input style="width: 100%;" type="text"/>
	Address 1 * <input style="width: 100%;" type="text" value="177 HWY 515 E"/>	Address 1 <input style="width: 100%;" type="text"/>
	Address 2 <input style="width: 100%;" type="text"/>	Address 2 <input style="width: 100%;" type="text"/>
	City * <input style="width: 100%;" type="text" value="BLAIRSVILLE"/>	City <input style="width: 100%;" type="text"/>
	State * <input style="width: 100%;" type="text" value="Georgia"/>	State <input style="width: 100%;" type="text" value="Select State"/>
	Postal Code * <input style="width: 100%;" type="text" value="30512"/>	Postal Code <input style="width: 100%;" type="text"/>

* - Indicates required field

- e. 'ACH and Wire' will display only fields corresponding with both ACH and Wires. Complete the fields for both ACH and Wires in accordance to steps 9a and 9b.
- f. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Add Sample Recipient

Recipient Detail

Checking - New

Payment Types Allowed

Remove this account

ACH Only

ACH and Wire

Wire Only

Account Detail

Account Type *

Checking

Account *

123465798

Financial Institution (FI)

UNITED COMMUNITY BANK
BLAIRSVILLE, GA
Wire ABA: 061112843
ACH ABA: 061112843

ACH Routing Number *

061112843

Beneficiary Bank

Name *

UNITED COMMUNITY BANK

Country

United States

Wire Routing Number *

061112843

Address 1 *

177 HWY 515 E

Address 2

City *

BLAIRSVILLE

State *

Georgia

Postal Code *

30512

Intermediary Bank

Name

Country

United States

Wire Routing Number

Address 1

Address 2

City

State

Select State

Postal Code

* - Indicates required field

Cancel

Save Recipient

Add another account

Add International Recipient

1. Select the 'Recipients' option under the 'Commercial' menu.
2. Click on 'Add Recipient' on the right side of the screen.

The screenshot displays the 'Recipient Management' interface. On the left is a dark blue navigation menu with the following items: Accounts Summary, Transfer/Deposit, Transactions, Statements/Notices, Pay Bills, Commercial Functions (highlighted with a red arrow), Users, User Roles, Company Policy, Wire Activity, Payments, Recipients (highlighted with a red arrow), Subsidiaries, ACH Pass-Thru, Tax Payment, Merchant RDC, Lockbox, and Positive Pay. The main content area is titled 'Recipient Management' and features a search bar, a 'Sort by' dropdown, and an 'Add Recipient' button. Below these are ten recipient cards arranged in a grid. Each card shows a name, the number of accounts, and an email address. The recipients listed are: Don Childress (1 account(s)), International Recipient (1 account(s)), Jennifer Childress (1 account(s)), Jones, Chipper (3 account(s), chipper@braves.com), Livy Childress (1 account(s)), Maddux, Greg (1 account(s), greg@braves.com), Murphy, Dale (1 account(s), dale@braves.com), Shadow Childress (1 account(s)), Sophie Childress (1 account(s)), and Tiger Childress (1 account(s)). Each card has a trash icon and an edit icon at the bottom.

3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. 'ACH Name' is the name to be inserted into the batch header record in the NACHA file.
5. 'Wire Name' is the name to be inserted into the Fed Wire file.
6. E-mail address is the recipient's e-mail address.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by United Community Bank.

- 7. Select the desired country from the drop-down list and enter the address fields on the bottom half of the screen. This is the recipient's address.

Edit International Recipient

Recipient Detail Checking - x6789

Display Name *

ACH Name **Wire Name**

Email Address

Send email notifications

Country

- United States
- Afghanistan (Islamic State of)
- Albania (Republic of)
- Algeria (People 's Democratic Republic of)
- American Samoa
- Andorra (Principality of)
- Angola (Republic of)
- Anguilla
- Antigua and Barbuda
- Argentine Republic
- Armenia (Republic of)
- Aruba
- Australia
- Austria
- Azerbaijani Republic
- Bahamas (Commonwealth of the)
- Bahrain (State of)
- Bangladesh (People's Republic of)
- Barbados
- Belarus (Republic of)

- Click 'Next' to add a recipient account.

Country

Australia

Address 1 *

123 Test Street

Address 2 *

Sydney

Address 3

* - Indicates required field

Cancel

Next

- Select the 'Wires Only' option next to 'Payment Types Allowed'
 - Enter the account number under the 'Account Detail' heading.
 - Select the appropriate 'Country' from the drop down menu. The Wire Routing Number will be replaced with IBAN and SWIFT/BIC options.
 - Enter the financial institution's name.
 - Select the appropriate option IBAN or SWIFT/BIC
 - Enter the Beneficiary financial institution's IBAN or SWIFT/BIC code and address.
 - Enter the Intermediary financial institution's information in the right column
- NOTE: Intermediary Bank information may still be needed even though the IBAN or SWIFT/BIC is being entered.**
- Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Edit International Recipient

Recipient Detail


Checking - x6789

Payment Types Allowed

ACH Only

ACH and Wire

Wire Only

 Remove this account

Account Detail

Account

123456789

Financial Institution (FI)

Search by name or routing number...

Beneficiary Bank

Name *

ROYAL BANK OF CANADA

Country

Canada

International Account Type

IBAN SWIFT/BIC

SWIFT/BIC *

ROYCCAT2

Address 1 *

180 WELLINGTON STREET W

Address 2 *

Toronto

Address 3

Intermediary Bank

Name

Country

United States

Wire Routing Number

Address 1

Address 2

City

State

Select State

Postal Code

* - Indicates required field

Cancel

Save Recipient

Add another account