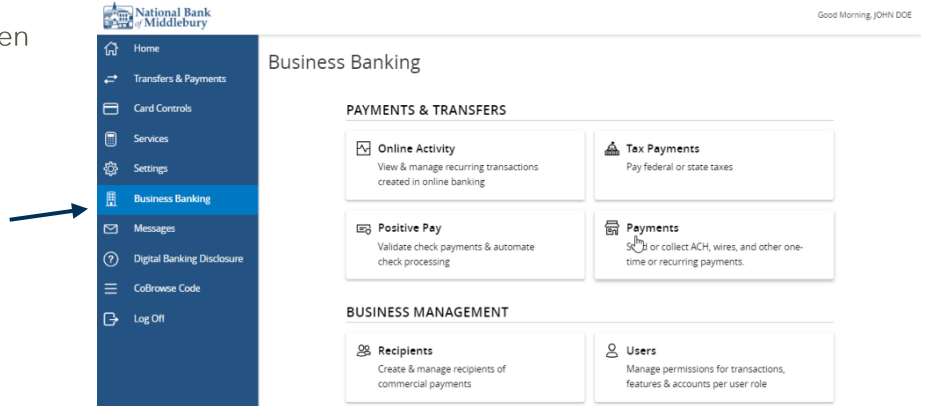
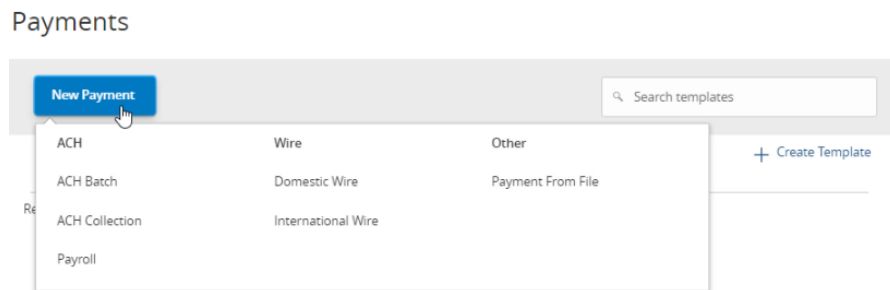


1. Select the 'Business Banking' menu and then 'Payments'.



2. Select the desired transaction type within the 'New Payment' drop down menu.



3. Select the desired ACH Class Code.

**NOTE:** Payroll transactions will automatically default to an ACH Class Code of PPD.

4. Select the 'From Subsidiary'.
5. Select the offset 'Account'.
6. Select the 'Effective Date'.

**Origination Details**

SEC Code <sup>Ⓢ</sup>	To Subsidiary	Account
<input type="text" value="----Select a SEC Code----"/>	<input type="text" value="JOHN DOE *****4444"/>	<input type="text" value="SMALL BUSINESS ADVANTAGE E *****4444"/> \$2.00
Effective Date <input type="text"/>	Recurrence	
	None	

Questions? We're here to help.  
Customer Service: 877.508.8455



# National Bank of Middlebury

## One-Time Commercial Payments

- 7. **Optional:** Click 'Set schedule' to set up the wires as recurring transactions.
- 8. Select how often the transaction should repeat.
- 9. Designate when the transaction should stop.
  - a. Click the 'Forever (Until I cancel)' to setup an indefinite recurrence.

**Schedule Recurring Transaction**

**How often should this transaction repeat?**

1st Of The Month       Weekly       Yearly  
 Last Day Of The Month       Every Other Week  
 1st & 15th Of The Month       Monthly  
 15th & Last Day Of The Month       Quarterly  
 Daily (Monday - Friday)       Semi-Annually

**When should this transaction stop?**

On/Before Date    
 After  occurrence(s)

- b. Click the calendar and select a date to designate a specific date to stop the recurrence.
- 10. Click 'Save' to save the recurrence setup.

**When should this transaction stop?**

On/Before Date

After

Forever (Until I Cancel)

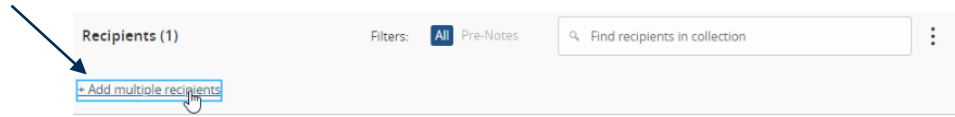
< July >    < 2023 >

S	M	T	W	T	F	S
						1
2	3	TODAY 4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

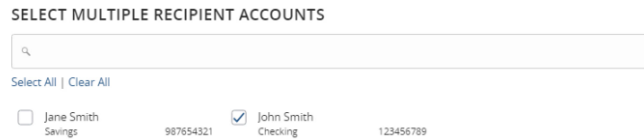
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11. Click the '+Add multiple recipients' link to select multiple recipients at one time.



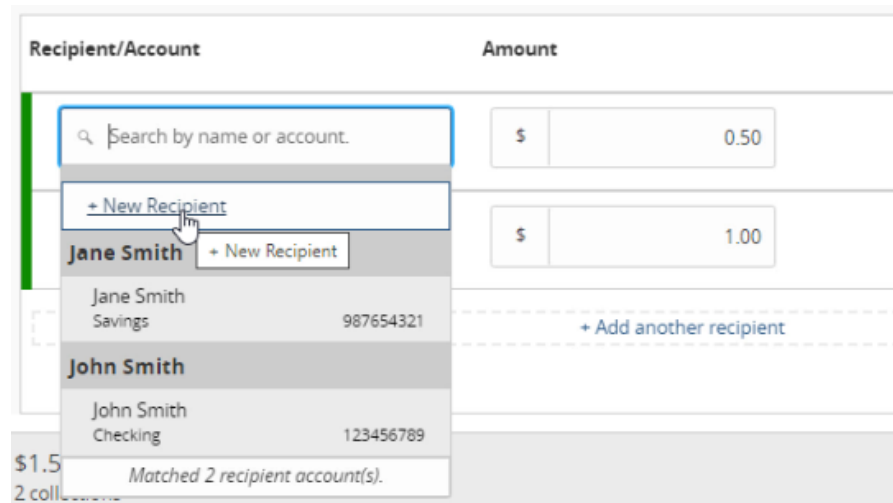
12. Select the desired recipients and click 'Add' when done.



13. Click the '+Add another recipient' link to add an individual wire transfer.

14. Select an existing recipient from the drop-down menu or select '+New Recipient' to create a new recipient.

**NOTE:** Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.



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**National Bank  
of Middlebury**

## One-Time Commercial Payments

15. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft the transactions.

Recipient/Account	Amount
Jane Smith Savings 967654321	\$ 0.50
John Smith Checking 123456789	\$ 1.00
+ Add another recipient	

\$1.50  
2 collections

Cancel Draft Approve

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