

HomeTrust Bank
FOR BUSINESS



PAYEE MAINTENANCE FOR COMMERCIAL CENTER

MARCH 2019

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Create an ACH or Wire Payee

You can manage your payees separately from your templates with Payee Maintenance. Select the Payment & Transfers menu and choose Payee Maintenance.

Payments & Transfers

- Payment Activity
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance**
- Import Maintenance

From the Payee Maintenance page, you can create new, delete or edit payees. To create a new payee, select **Create Payee**.

Payee Maintenance : Manage Payees

Search Payees

Display Name	<input type="text"/>	Payee ID	<input type="text"/>
Payee Type	All <input type="text"/>	Payee Name	<input type="text"/>
Account Number	<input type="text"/>		

Show 10 results per page, sorted by Display Name in ascending order, including summary

[Search Payees](#) [Print](#) [Create Payee](#)

Display Name	Payee ID	Payee Name	Payee Type	
Prev 1 Next	Go to page 1	Showing 1 - 7 of 7	Items to display: 10 20 50	
	George Washington	*3	George Washington	Individual Edit Make Payment
	I W Test	*0002	I W Test	Individual Edit Make Payment
	Test Payee	*2	Test Payee	Individual Edit Make Payment
	Thomas Jefferson	*4	Thomas Jefferson	Individual Edit Make Payment
	Wire Test	*101	Wire Test	Individual Edit Make Payment
Prev 1 Next	Go to page 1	Showing 1 - 7 of 7	Items to display: 10 20 50	

Complete all the fields or drop-down choices that are required and select **Add Account**

Create Payee

Payee Information

* Payee Name	<input type="text" value="Abraham Lincoln"/>	Display Name	<input type="text"/>
* Payee ID	<input type="text" value="16"/>	Address 1	<input type="text" value="The White House"/>
* Payee Type	<input type="text" value="Individual"/> ▼	Address 2	<input type="text" value="Washington DC"/>
		Address 3	<input type="text"/>
		Note: P.O. Boxes are not valid for Wire Transfers	
		Email Address	<input type="text"/>

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account
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No accounts defined for payee

 Add Account

On the Add Account menu, you can add both ACH and Wire transfer information. Once you have completed all the required fields marked with an asterisk for ACH and/or Wire, select **Save Account**

Account Information

* Account Name

* Beneficiary ID Type

* Account Number

ACH Information
Account can be used in ACH Templates and Batches

[Bank Lookup](#) **Bank ID:** 253170279 (ABA)
Bank Name: HOMETRUST BANK, NA
Bank Address: ASHEVILLE, NC

Debit Authorization Type

Prenote *No Prenote* [Add Prenote](#)

* Bank ID

Bank Name

Account Type

Wire Information
Account can be used in Wire Templates and Transactions

[Bank Lookup](#) **Bank ID:** 253170279 (ABA)
Bank Name: HOMETRUST BANK
Bank Address: ASHEVILLE, NC

[Correspondent Bank Lookup](#)
Correspondent Bank ID
Correspondent Bank ID Type
Correspondent Bank Name

[Intermediary Bank Lookup](#)
Intermediary Bank ID
Intermediary Bank ID Type
Intermediary Bank Name

Beneficiary Bank ID Type

Beneficiary Bank ID

Beneficiary Bank Name

* Bank Address 1

* Bank Address 2

Bank Address 3

International Bank

* Beneficiary Bank Country

International Routing Number

* Beneficiary ID Type **Account Number**

* Beneficiary ID **741258**

* Beneficiary Country

Contact Name

Phone Number

Select **Save** to save your changes and return to the Payee Maintenance page
[Create Payee](#)

An account has been added or modified to the payee. In order to commit the change, the 'Save' button must be pressed.

Payee Information

* Payee Name	<input type="text" value="Abraham Lincoln"/>	Display Name	<input type="text"/>
* Payee ID	<input type="text" value="16"/>	* Address 1	<input type="text" value="The White House"/>
* Payee Type	<input type="text" value="Individual"/>	* Address 2	<input type="text" value="Washington DC"/>
		Address 3	<input type="text"/>
		Note: P.O. Boxes are not valid for Wire Transfers	
		Email Address	<input type="text"/>

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account	
741258 - Abraham Lincoln	253170279 - HOMETRUST BANK		DDA		Edit

Add Account

Save Cancel

Creating a Transfer from Payee Maintenance

You can launch directly to making a payment or creating a template from the Payee Maintenance screen. Select **Make Payment** for the payee

Payee Maintenance

Search Payees

Display Name Payee ID
 Payee Type Payee Name
 Account Number

Show 10 results per page, sorted by Display Name in ascending order, including summary

Search Payees Print Create Payee

Display Name	Payee ID	Payee Name	Payee Type	
Abraham Lincoln	*16	Abraham Lincoln	Individual	Edit Make Payment
George Washington	*3	George Washington	Individual	Edit ACH Payment
I W Test	*0002	I W Test	Individual	Edit Wire Payment

Complete the required fields and select **Request Transfer**

— Current Progress — **1** Select — **2** Request — **3** Review — **4** Complete —

Account Information

* Payment Date

* Debit Account

* Originator Name

* Originator Address 1

* Originator Address 2

Originator Address 3

* Payment Currency

* Amount

Beneficiary / Payee Information

Payee Name

Beneficiary ID Type

Beneficiary ID

* Address 1

* Address 2

Address 3

Beneficiary Country

Contact Name

Phone Number

Beneficiary Bank Information

Name

Beneficiary Bank ID Type

Beneficiary Bank ID

* Address 1

* Address 2

Address 3

Intl Routing Number

Beneficiary Bank Country

► Additional Bank Information

Additional Reference Information

Purpose Of Payment

Additional Information For Beneficiary

Note: Maximum 35 characters per field



[Notify Me](#)

- Pending Actions: Notify via EMAIL
- Pending Release: Notify via EMAIL
- System Events: Notify via EMAIL
- Complete - Unsuccessful: Notify via EMAIL
- Complete - Successful: Notify via EMAIL
- Early Action Taken: Notify via EMAIL
- Early Action Removed: Notify via EMAIL
- Expired: Notify via EMAIL

Proceed to Out of Band Authentication and submit the transaction.

Editing or Deleting a Payee

To edit a payee, select **Edit** next to the payee's name. To delete the payee completely, select the red **X** to the left of the payee's name



Payee Maintenance : Manage Payees

Search Payees

Display Name Payee ID
Payee Type Payee Name
Account Number

Show 10 results per page, sorted by Display Name in ascending order, including summary

[Search Payees](#) [Print](#) [Create Payee](#)

Display Name ^	Payee ID	Payee Name	Payee Type	
Prev 1 Next Go to page 1 Showing 1 - 8 of 8 Items to display: <input type="text" value="10"/> <input type="text" value="20"/> <input type="text" value="50"/>				
 Abraham Lincoln	*16	Abraham Lincoln	Individual	Edit Make Payment
 George Washington	*3	George Washington	Individual	Edit Make Payment

Edit the customer information or delete the entire account by clicking on the red **X**. To edit the account information, select **Edit**.


Edit Payee

Payee Information

* Payee Name
* Payee ID
* Payee Type **Individual**

Display Name
* Address 1
* Address 2
Address 3
Note: P.O. Boxes are not valid for Wire Transfers
Email Address

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account	
 741258 - Abraham Lincoln	253170279 - HOMETRUST BANK	<input checked="" type="checkbox"/>	DDA	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

[Add Account](#)

Select **Save** to save your changes to return to the Payee Maintenance page