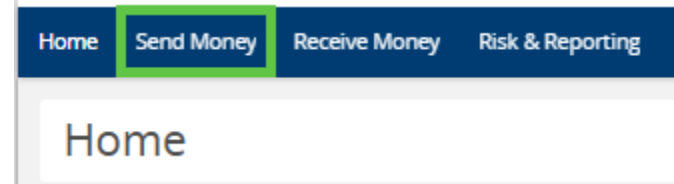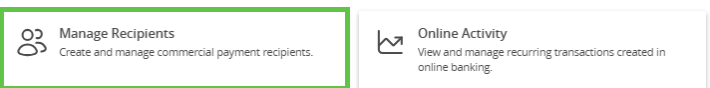# UBT
Union Bank & Trust®

Recipient Management

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

1. Select the **Send Money** menu and then select **Manage Recipients**.

Home	Send Money	Receive Money	Risk & Reporting

Home

TRANSFER & PAYMENT MANAGEMENT

Manage Recipients
Create and manage commercial payment recipients.

Online Activity
View and manage recurring transactions created in online banking.

New Recipient

2. Click the **New Recipient** button.

Recipients

New Recipient   🔍 Search recipients

Name ▲	Email Address ▲	Number of Accounts ▲	Actions
ABC Corp		1	⋮
Jane Doe		1	⋮
XYZ Corp		1	⋮

3. Enter **Display Name** and **Email Address** (optional).

Add Recipient

Display Name *   Email Address

☐ Send email notifications for template payments

NOTE: Send e-mail notifications generates an e-mail to the recipient at the time the ACH or wire transaction is processed by Union Bank & Trust. This message does not contain confidential information.

Add Sample Recipient

Display Name *   Email Address *

Sample Recipient   sample@abc.com   ☑ Send email notifications for template payments

Questions? We're here to help.
Email: achnotices@ubt.com Call:

4. Select the **Account Type** which designates the type of account for the recipient.

5. Populate the recipient's account number.

Questions? We're here to help.
Email: achnotices@ubt.com Call:

Member FDIC

6. If known, enter the ACH Routing number for the recipient's Financial Institution.

7. If not known, use the **Financial Institution** search feature. Begin typing the FI name or ABA number. The search will then begin displaying possible matches. When the desired FI has been selected, the corresponding ACH Routing Number will automatically populate.

8. If the search results in multiple selections, click on **Refined Search**.

a. The Financial Institution Refined Search page will open.

b. Populate the **Name or Routing Number**.

c. Populate either **City**, **State**, or both.

d. Press the **Search** button.

Financial Institution Refined Search

Name or Routing Number	City	State	
		Select State	Search

Financial Institution Refined Search

Name or Routing Number	City	State	
Union Bank	Lincoln	Nebraska	Search

e. A list of matching institutions and branches will be displayed. Select the appropriate one.

Financial Institution Refined Search

Name or Routing Number	City	State	
Union Bank	Lincoln	Nebraska	Search

Name ▲	Address	Wire ABA Number	ACH ABA Number
UNION BANK & TRUST CO	3643 S 48th St Lincoln, NE 68506	104910795	104910795
UNION BANK & TRUST CO	6801 S 27th St Lincoln, NE 68512	104910795	104910795
UNION BANK & TRUST CO	1400 R St Lincoln, NE 68588	104910795	104910795
UNION BANK & TRUST CO	1550 S Coddington Ave Lincoln, NE 68522	104910795	104910795
UNION BANK & TRUST CO	2201 Hwy 2 Lincoln, NE 68502	104910795	104910795
UNION BANK & TRUST CO	6001 Village Dr Lincoln, NE 68516	104910795	104910795
UNION BANK & TRUST CO	1940 O Street Lincoln, NE 68510	104910795	104910795
UNION BANK & TRUST CO	840 Fallbrook Blvd Lincoln, NE 68521	104910795	104910795
UNION BANK & TRUST CO	5006 N 27th St Lincoln, NE 68521	104910795	104910795
UNION BANK & TRUST CO	8501 Andermatt Dr Lincoln, NE 68526	104910795	104910795

‹ 1 of 2 ›

9. Press the check mark to add the account to the recipient.

Account Type *	Account *
Checking	123456789
Financial Institution (FI) Refined Search	ACH Routing Number *
Search by name or routing #.	104910795

✕ ✓

Questions? We're here to help.
Email: achnotices@ubt.com Call:

10. Select **Add another account** to add an additional account to this recipient.

11. Enter the **ACH Name** in the **Recipient Details** section.

NOTE: The **ACH Name** is the name of the recipient as recognized by their financial institution. This is the name that is sent with the payment.

12. Press the **Save Recipient** button.

Existing Recipient

1. Click the **Actions** icon next to an existing recipient to display available options.
   a. Edit the recipient.
   b. Delete the recipient.
   c. View online payment history for which the recipient was linked.

Questions? We're here to help.
Email: achnotices@ubt.com Call: