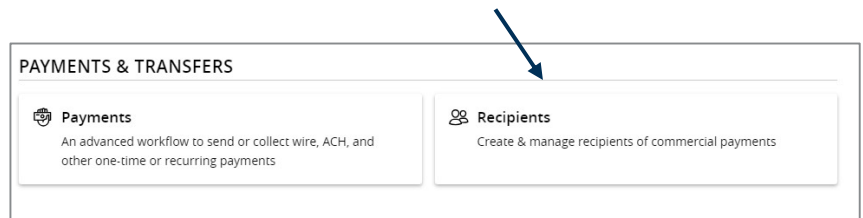
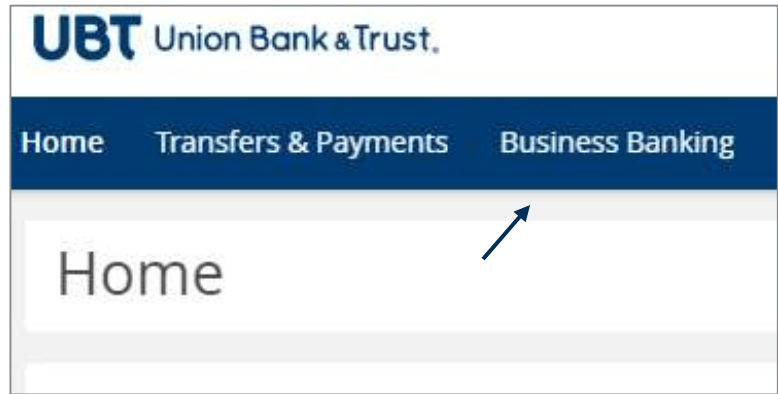


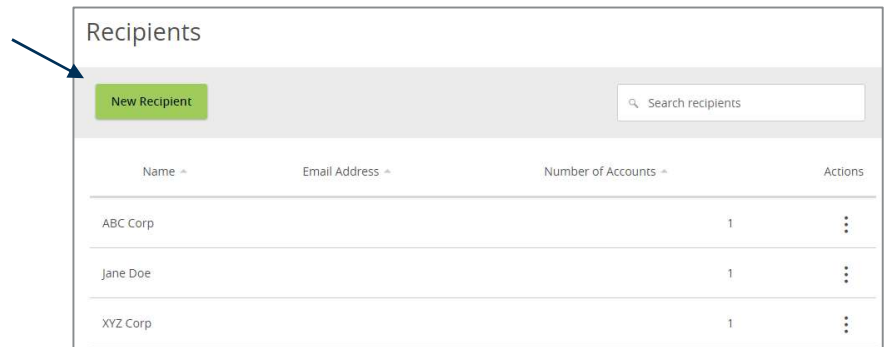
**NOTE:** A 'Recipient' is an individual or company which is either debited or credited via ACH payment types.

1. Select the 'Business Banking' menu and then select 'Recipients'.



**New Recipient**

2. Click the 'New Recipient' button.



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

**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 and Trust. This message does not contain confidential information.

**Add Recipient**

Display Name \*       Email Address        Send email notifications for template payments

**Add Sample Recipient**

Display Name \*       Email Address \*        Send email notifications for template payments

Questions? We're here to help.  
Email: [achnotices@ubt.com](mailto:achnotices@ubt.com) Call: 402-323-1753

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

The screenshot shows a form titled 'Accounts (1)' with a '+ Add account' button in the top right. Below the title is a table with columns: Account, Payment Type, Financial Institution (FI), and Routing Number. The first row contains 'Account - New', 'ACH Only', and 'N/A'. Below the table are four input fields: 'Account Type \*' (a dropdown menu), 'Account \*' (a text box), 'Financial Institution (FI) Refined Search' (a search box with the placeholder 'Search by name or routing #.'), and 'ACH Routing Number \*' (a text box). There are 'X' and checkmark buttons at the bottom right.

This screenshot is a close-up of the 'Account Type \*' dropdown menu. The menu is open, showing the following options: 'Select Account Type', 'Checking', 'Savings', 'Loan', and 'General Ledger'. The 'Select Account Type' option is highlighted in blue.

- 5. Populate the recipient's account number.

This screenshot shows the 'Account \*' field populated with the number '123456789'. An arrow points to this field. The 'Account Type \*' dropdown is now set to 'Checking'. The other fields, 'Financial Institution (FI) Refined Search' and 'ACH Routing Number \*', remain empty.

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6. Enter the ACH Routing number for the recipient's Financial Institution.
  - a. If known, populate the ACH routing number.

Account - New      ACH Only

**Account Type \***      **Account \***

Checking      123456789

**Financial Institution (FI)**      **ACH Routing Number \***

Refined Search      Search by name or routing #.

- b. 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.

**Financial Institution (FI)**      Refined Search      **ACH Routing Number \***

Union Bank & Trust

**UNION BANK & TRUST CO**  
201 E Main St Livingston TN, 38570-1903  
Wire ABA Number      064105666  
ACH ABA Number      **064105666**

**UNION BANK & TRUST CO**  
201 N Martin Warren AR, 71671  
Wire ABA Number      082901567  
ACH ABA Number      **082901567**

**UNION BANK & TRUST CO**  
312 Central Ave Se Minneapolis MN, 55414-1074  
Wire ABA Number      091001319  
ACH ABA Number      **091001319**

**UNION BANK & TRUST CO**  
3643 S 48th St Lincoln NE, 68506  
Wire ABA Number      104910795  
ACH ABA Number      **104910795**

ACH ID

Address 1

State  
Select State

- c. If the search results in multiple selections, click on 'Refined Search'.

**Account Type \***      **Account \***

Checking      123456789

**Financial Institution (FI)**      **ACH Routing Number \***

Refined Search      Search by name or routing #.

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- i. The Financial Institution Refined Search page will open.
- ii. Populate the 'Name or Routing Number'.
- iii. Populate either 'City', 'State' or both.
- iv. Press the 'Search' button.

### Financial Institution Refined Search

Name or Routing Number	City	State	
<input type="text"/>	<input type="text"/>	Select State <span style="float: right;">▼</span>	<input type="button" value="Search"/>

### Financial Institution Refined Search

Name or Routing Number	City	State	
Union Bank	Lincoln	Nebraska <span style="float: right;">▼</span>	<input type="button" value="Search"/>

- v. 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 <span style="float: right;">▼</span>	<input type="button" value="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 >

- 7. Press the check mark to add the account to the recipient.

Account Type *	Account *
Checking <span style="float: right;">▼</span>	123456789
Financial Institution (FI) <span style="float: right;">Refined Search</span>	ACH Routing Number *
<input type="text" value="Search by name or routing #."/>	104910795

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Email: [achnotices@ubt.com](mailto:achnotices@ubt.com) Call: 402-323-1753

8. Select 'Add another account' to add an additional account to this recipient.

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *6789	ACH Only		104910795

9. 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.

10. 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.

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

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