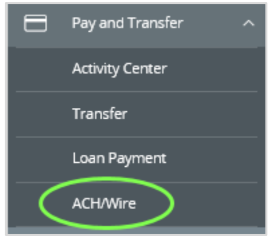
ACH Template

Business Online Banking Brought to You by *myTrustmark® Business*

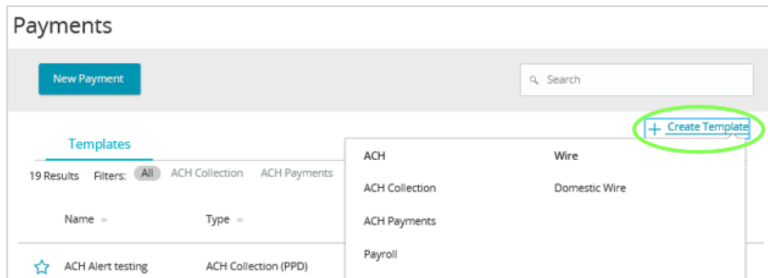
Trustmark

ACH Template Creation

1. Under the Pay and Transfer tab, select ***ACH/Wire***.



2. Select ***+ Create Template*** and the desired payment type from the list displayed.

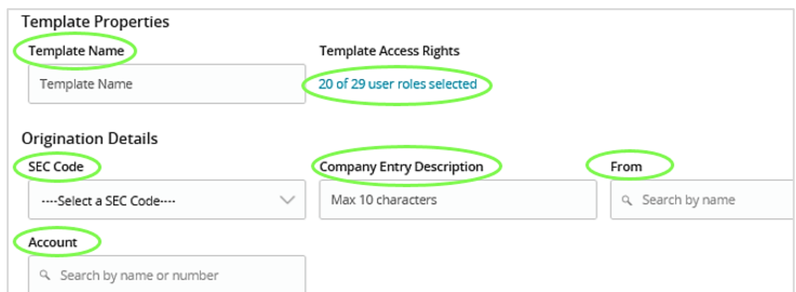


Template Properties

3. Enter the ***Template Name.***

4. Select the link under ***Template Access Rights*** and select the user roles that will have access to the template. (Refer to the User Role guide for more details.)

5. Select ***Done*** to return to the Template**.**



Origination Details

6. Select the ***SEC Code*** (not for payroll.)

7. Enter the ***Company Entry Description*** (optional.)

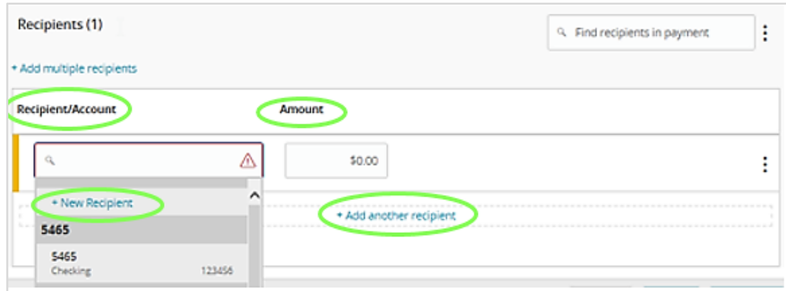
8. Select the corresponding ***Subsidiary (From)*** for the commercial payment.

9. Select the corresponding offset ***Account*** for the commercial payment.

Recipients

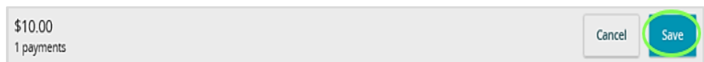
10. Select the **desired recipients** in the template and designate a **dollar amount** for each**.**

    NOTE: Only the recipients with at least one account eligible for the corresponding transaction type (ACH) will be displayed in the list of recipients to select. To add a new recipient within the workflow of the existing payment template, select ***+New Recipient*** and then select +***Add another recipient***.



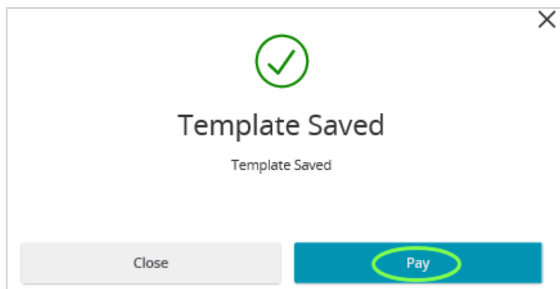
Review

11. Review the subtotals at the bottom within the footer and select ***Save.*** If changes are needed, select ***Cancel***.



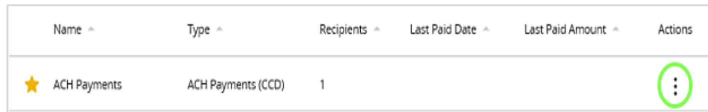
NOTES: If processing the transactions within the template, select ***Pay or Collect*** *from the Template Saved window*.

Cutoff time is 3:30 p.m. CST, Monday – Friday. Transactions entered after 3:30 p.m. will be processed the following business day.



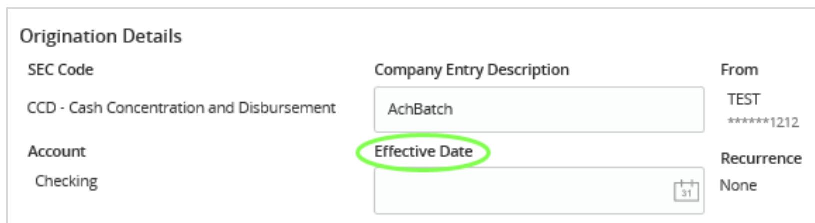
ACH Origination from Template

1. Under the Pay and Transfer tab, select ***ACH/Wire***.
2. Select the ***kebab icon,*** within the Actions column, for the existing template and choose Pay or Collect.



Origination Details

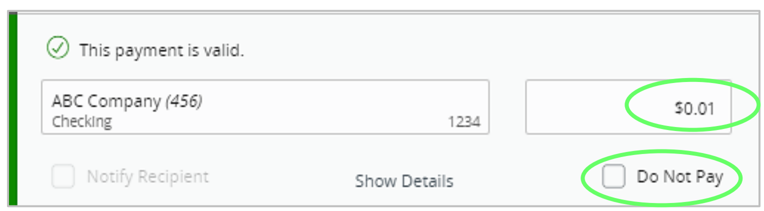
3. Select an ***Effective Date.***



Recipients

4. Enter the ***dollar amount*** for each recipient selected for payment.

   NOTE: By default, all Recipients are selected to Pay – this is indicated by a green bar to the left of the Recipient. If a Recipient doesn't need to be paid, select the kebab icon or expand the recipient record and choose 'Do Not Pay'.



Review

5. Review the subtotals at the bottom within the footer and select ***Save***. You will receive an access code to your established method of delivery of text or voice call.

   NOTE: Select ***Draft*** is another user in the company must approve the transaction.

Edit Existing Template

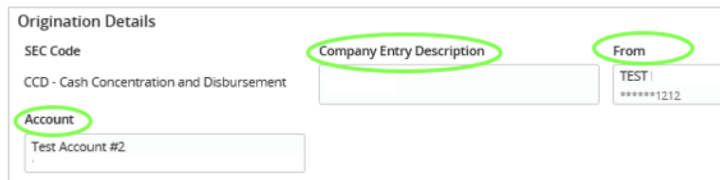
1. Select the ***kebab*** icon for the existing template and choose ***Edit***.

Template Properties

2. Modify the existing ***Template Name*** (Optional.)
3. Modify the ***Template Access Rights*** by selecting the link (Optional.)

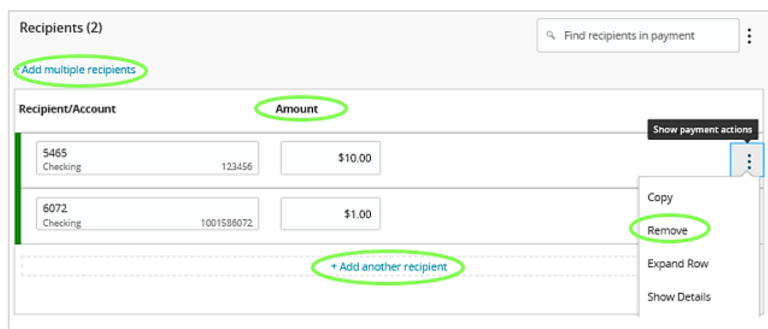
Origination Details

4. Modify the ***Company Entry Description*** (Optional.)
5. Confirm the ***Subsidiary (From.)***
6. Confirm the offset ***Account***.



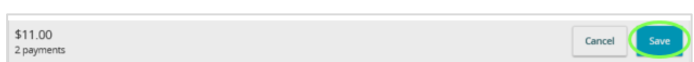
Recipients

7. Add or Remove Recipient records and Input ***Amounts***.



Review

8. Review the subtotals within the footer and select ***Save.***



NOTES: If processing the transactions within the template, select ***Pay or Collect*** *from the Template Saved window*.

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