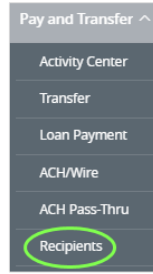


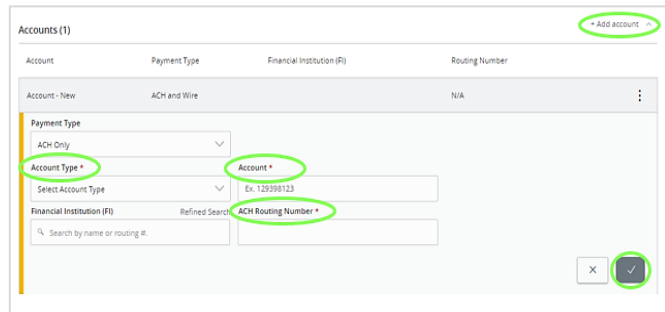
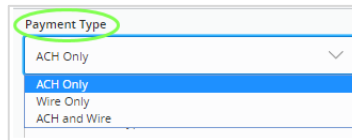
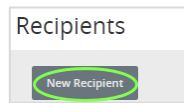
A Recipient is an individual or company whose account will be either debited or credited via ACH or Wire.

1. Under the **Pay and Transfer** tab, select **Recipients**.



## New Recipient

1. Select **New Recipient** at the top of the screen.
2. Enter the **Display Name**.
3. Enter an **Email Address**, if desired, and select **Send email notifications for template payments** to generate an email to the recipient at the time the ACH or Wire transaction is submitted to Trustmark.
4. Select the **Payment Type**, which designates the transaction type(s) the account is eligible for.
  - a. **ACH Only** will display only fields corresponding with ACH. Enter the recipient's **Account Type**, **Account** number and **ACH Routing Number**.
  - b. **Wire Only** will display only fields corresponding with Wires. Enter the recipient's **Account** number, **Wire Routing Number** and **Address** information.



NOTE: The Financial Institution name and the ACH Routing Number will pre-populate.

5. Select the **Check Mark** to save and collapse that section.

NOTE: For ACH Only Recipients, *the Recipient Details* section is Optional.

6. Enter the **ACH ID** which is the Recipient ID.

NOTE: Display Name, ACH Name and Wire Recipient Name can be the same.

7. Wire Recipient Name and Address information are required for Wire Transfers. Enter the **recipient's address** in *Recipient Details* section on the bottom half of the screen.
8. Select **Save Recipient** to complete the setup.

## International Recipient for Wires

1. Select **Wire Only** under *Payment Types*.
2. Select **International** under *Beneficiary Type*.
3. **Account and SWIFT/BIC** should be selected under *International Account Type*.
4. Enter the **Account** number.
5. Enter the **Name, Country** and **SWIFT/BIC code** of the **Beneficiary Bank**.
6. Enter the information for the **Receiving Bank**, if applicable.
7. Enter the information for the **Intermediary Bank**, if applicable.
8. Select the Check Mark to save and collapse that section.
9. Wire Recipient Name and Address information are required for Wire Transfers. Enter the **recipient's address** in *Recipient Details* section on the bottom half of the screen.
10. Select **Save Recipient** to complete the setup.