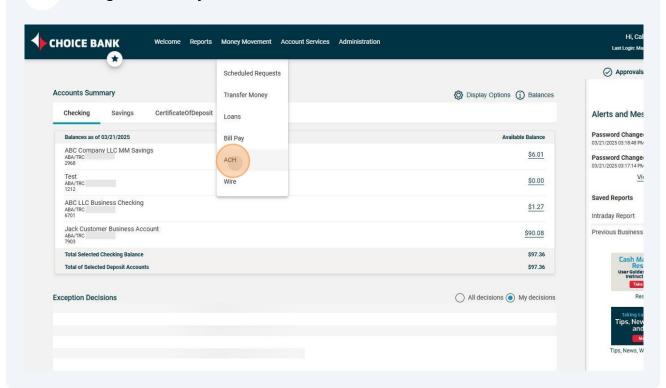
## How to Create ACH Payment Template in Online Banking

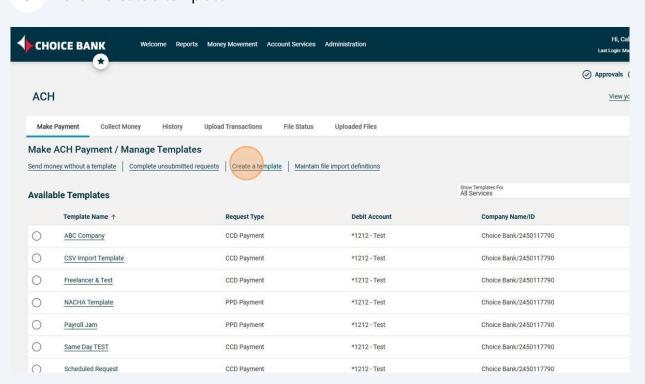


Login to Business Online Banking. Hi, Cally | S Welcome Reports Money Movement Account Services Administration CHOICE BANK Last Login: Mar 12, 2025, Scheduled Requests Accounts Summary Display Options (i) Balances Transfer Money Checking Savings CertificateOfDeposit Alerts and Messages Loans Balances as of 03/21/2025 ABC Company LLC MM Savings ABA/TRC 2968 \$6.01 Password Changed 03/21/2025 03:17:14 PM (ET) ACH View All Wire \$0.00 Saved Reports ABC LLC Business Checking \$1.27 Jack Customer Business Account ABA/TRC 7903 Intraday Report \$90.08 Total Selected Checking Balance Total of Selected Deposit Accounts \$97.36 **Exception Decisions** All decisions 
My decisions

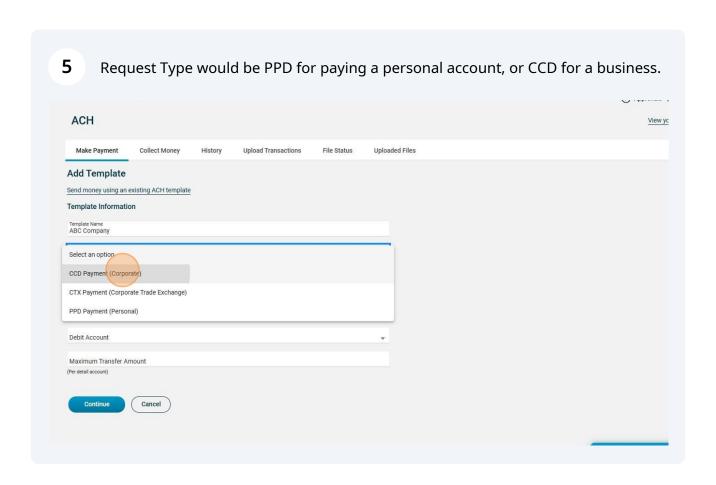
2 Navigate to Money Movement > ACH.

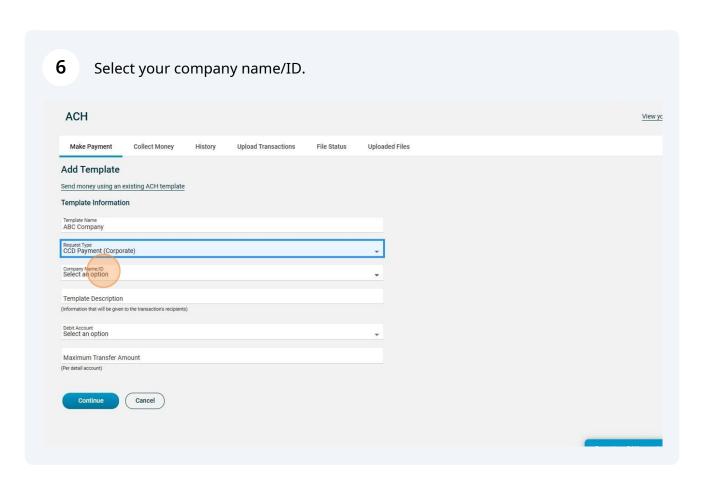


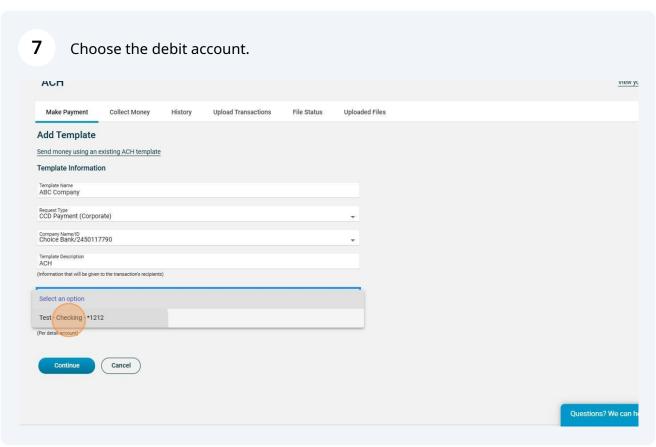
3 Click "Create a template"

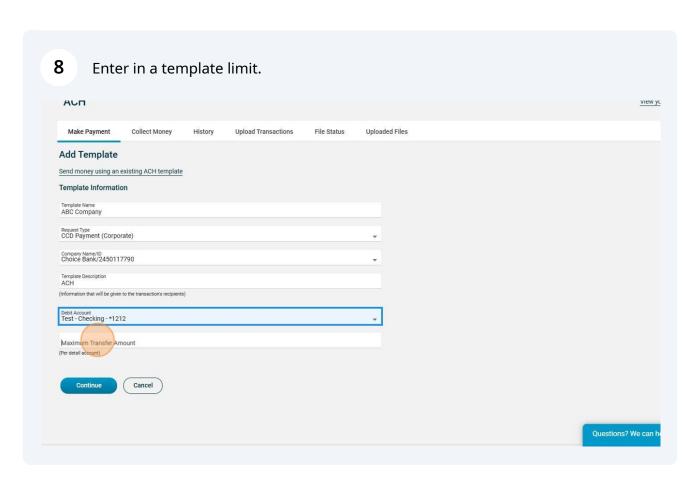


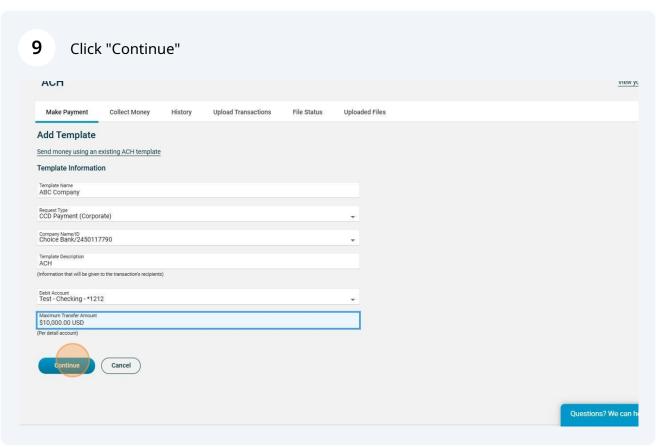
4 Give your template a name. CHOICE BANK Welcome Reports Money Movement Account Services Administration O Approvals ( **ACH** View yo Make Payment Upload Transactions Collect Money History File Status Uploaded Files Add Template Send money using an existing ACH template Template Information Template Name Request Type Company Name/ID Debit Account Maximum Transfer Amount



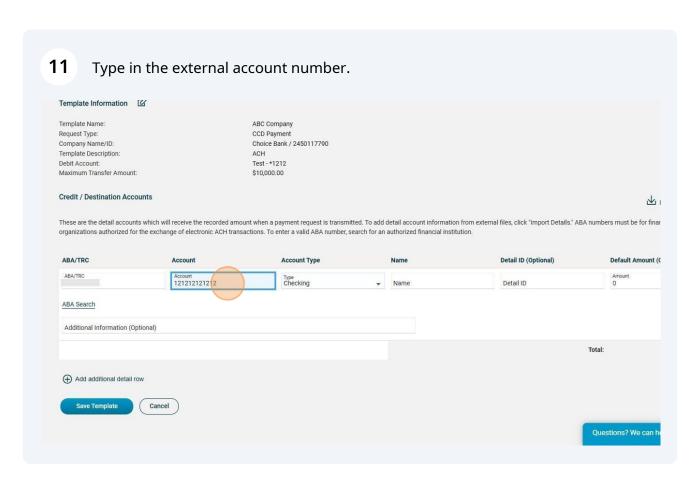


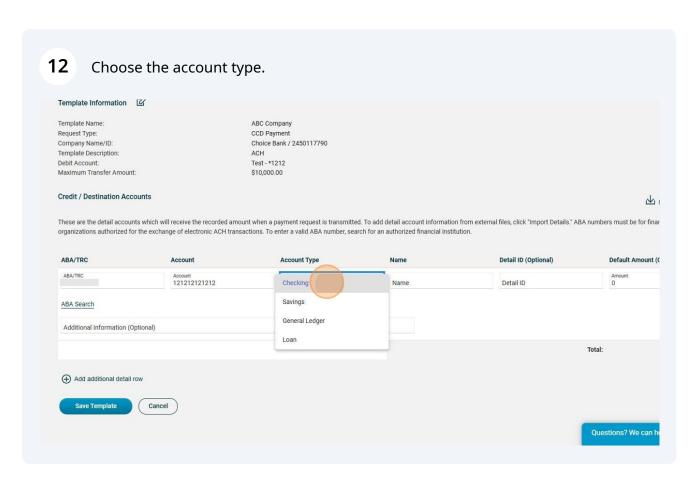


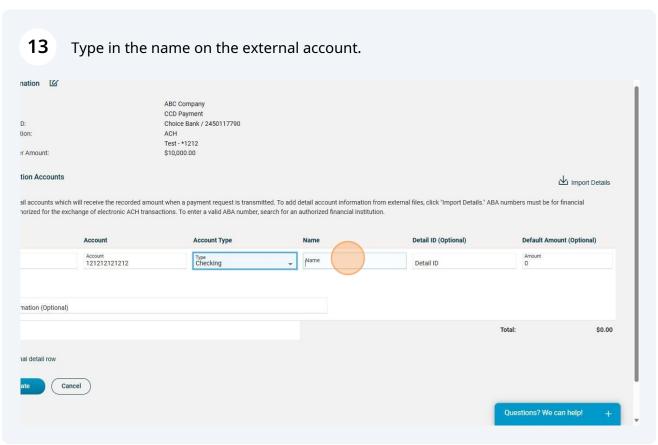




## 10 Type in the external accounts routing number in the ABA/TRC field. Template Information Template Name: ABC Company Request Type: CCD Payment Company Name/ID: Choice Bank / 2450117790 Template Description: Test - \*1212 Debit Account: Maximum Transfer Amount: \$10,000.00 Credit / Destination Accounts 业 These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for finar organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution. ABA/TRC Account Type Detail ID (Optional) Account Name Default Amount (C Type Checking ABA/TRC Account → Name Detail ID ABA Search Additional Information (Optional) Total: Add additional detail row Save Template Cancel







## Leave the default amount field blank if you pay different dollar amounts and click save template. Template Information Template Name: Request Type: CCD Payment Company Name/ID: Choice Bank / 2450117790 Template Description: ACH Debit Account: Test -\*1212 Maximum Transfer Amount: S10,000.00 Credit / Destination Accounts

业 These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for finar organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution. ABA/TRC Account Account Type Name Detail ID (Optional) Default Amount (C ABA/TRC Amount \$0.00 USD Account 121212121212 Name ABC Co Type Checking Detail ID ABA Search Additional Information (Optional) Total: Add additional detail row Save Template Cancel