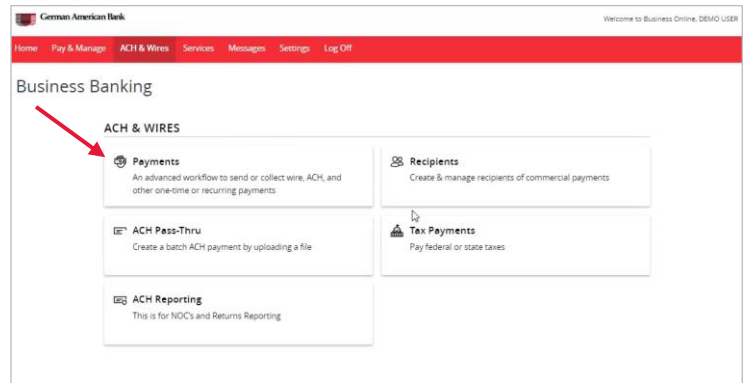




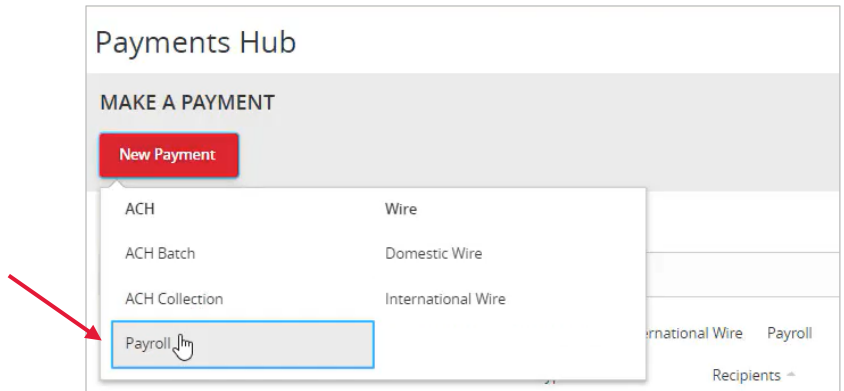
1. Select the 'ACH & Wires' menu and then select the 'Payments' tile.

NOTE: The 'Split Payments' option is only available for Payroll transactions.

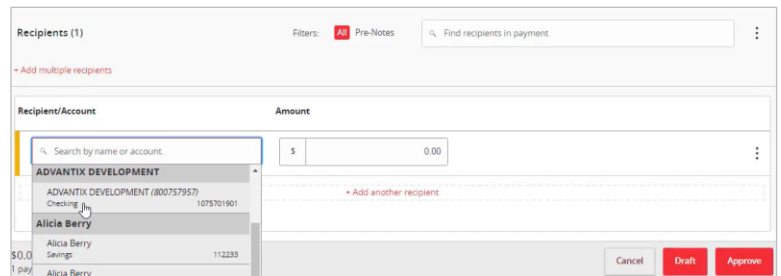


2. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

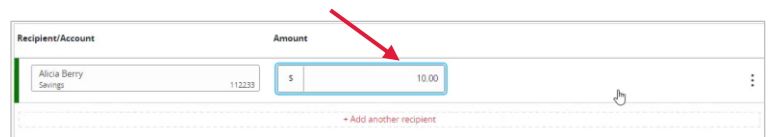
NOTE: The Split Payments option may also be accessed within a new or existing Payroll Template.



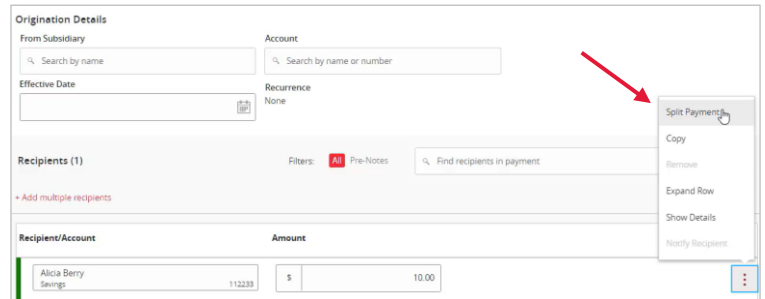
3. Select the desired recipient's primary account from the drop down list of existing recipients.



4. Enter total dollar amount of the payroll transaction.



- Click the three dots and select the 'Split Payment' option.



Origination Details

From Subsidiary: Account:

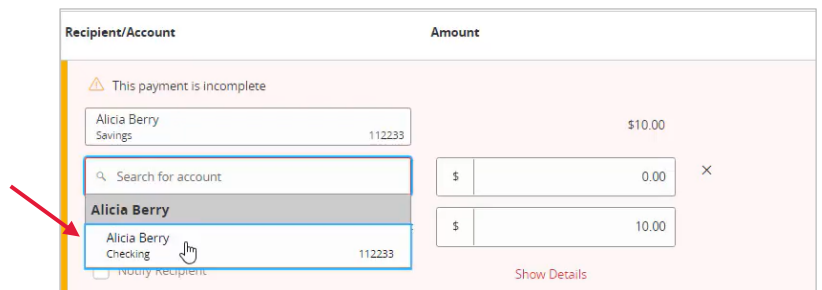
Effective Date: Recurrence: None

Recipients (1) Filters: Pre-Notes Find recipients in payment:

+ Add multiple recipients

Recipient/Account	Amount
Alicia Berry Savings 112233	\$ 10.00

- Select the recipient's secondary account from the drop-down list.



Recipient/Account Amount

⚠ This payment is incomplete

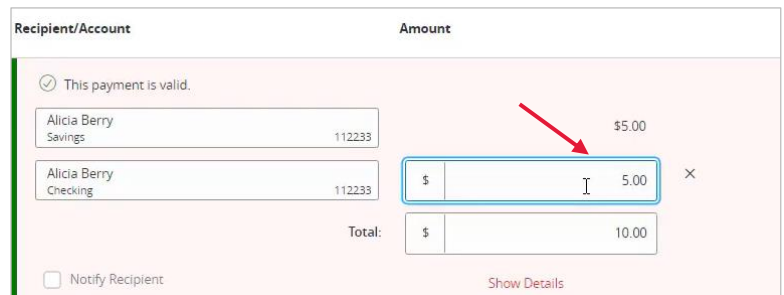
Alicia Berry Savings 112233	\$ 10.00
<input type="text"/>	\$ 0.00
Alicia Berry	
Alicia Berry Checking 112233	\$ 10.00

Notify Recipient:

Show Details

- Enter the desired dollar amount to be allocated to the secondary account.

NOTE: The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.



Recipient/Account Amount

✔ This payment is valid.

Alicia Berry Savings 112233	\$ 5.00
Alicia Berry Checking 112233	\$ 5.00
Total:	\$ 10.00

Notify Recipient:

Show Details