



# American National Bank & Trust<sup>TM</sup>

## Managing Recipients

[amnat.com](http://amnat.com)



## Business Banking

### PAYMENTS & TRANSFERS



#### Payments

An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments



#### Recipients

Create & manage recipients of commercial payments

### BUSINESS MANAGEMENT



#### Reports

Access PDF, CSV, and BAI reports on online banking activity



#### Users

Manage permissions for transactions, features & accounts per user role



#### Policies

Manage permissions for transactions, features & accounts at a company level

Recipients can be found under  
the Business Banking Menu

# Recipients

New Recipient

Search recipients

Name ^	Email Address ^	Number of Accounts ^	Actions
Ginny Weasley		1	⋮
Harry Potter	@gmail.com		
Michael Scott	@gmail.com		
Ron Weasley	@gmail.com	1	⋮

Click on New Recipient to create a new one.

## Add Bob Smith

Display Name \*

Bob Smith

Email Address \*

bobsmith@gmail.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
---------	--------------	----------------------------	----------------

Account - New			N/A
---------------	--	--	-----

Enter the Display Name, plus email address if you want to send notifications.

Payment Type

ACH and Wire

Beneficiary Type

Domestic

Account Type \*

Select Account Type

Account \*

Financial Institution (FI)

Refined Search

Search by name or routing #.

ACH Routing Number \*

Beneficiary FI ⓘ

Name \*

Country \*

United States

FI ABA Number \*

Address 1 \*

Address 2

City \*

# Add Bob Smith

Display Name \*

Bob Smith

Email Address \*

bobsmith@gmail.com

Send email notifications for template payments

+ Add account ^

Accounts (1)

Account Payment Type Financial Institution (FI) Routing Number

Account - New

N/A

Payment Type

ACH and Wire

ACH Only

Wire Only

ACH and Wire

Beneficiary Type

Domestic

Account \*

ACH Routing Number \*

Search by name or routing #.

Beneficiary FI ⓘ

Name \*

Country \*

United States

FI ABA Number \*

Address 1 \*

Address 2

City \*

Select the payment type - ACH, Wire or both

# Add Bob Smith

Display Name \*

Email Address \*

Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New			N/A

Select the account type and enter the account number

Payment Type

Beneficiary Type

Account Type \*

Account \*

Financial Institution (FI)

Refined Search

ACH Routing Number \*

Beneficiary FI ⓘ

Name \*

Country \*

FI ABA Number \*

Address 1 \*

Address 2

City \*

# Add Bob Smith

Display Name \*

Email Address \*

Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Account - New			N/A

Payment Type

Beneficiary Type

Account Type \*

Account \*

Financial Institution (FI)

Refined Search

ACH Routing Number \*

Beneficiary FI ⓘ

Name \*

Country \*

FI ABA Number \*

Address 1 \*

Address 2

City \*

Enter the Financial Institution and the Routing Number will be provided.

Payment Type

ACH and Wire

Beneficiary Type

Domestic

Account Type \*

Checking

Account \*

1234567890

Financial Institution (FI)

Refined Search

Search by name or routing #.

ACH Routing Number \*

111907144

In addition, the Beneficiary and Receiving FI details will be completed for you

Beneficiary FI ?

Name \*

AMERICAN NATIONAL BANK & TRUST

Country \*

United States

FI ABA Number \*

111907144

Address 1 \*

2732 Midwestern Pkwy

Address 2

City \*

Wichita Falls

State \*

Texas

Postal Code \*

76308-2904

Intermediary FI ?

Name

Country

Wire Routing Number

United States

Address 1

Address 2

City

## Add Bob Smith

Display Name \*

Bob Smith

Email Address \*

bobsmith@gmail.com

Send email notifications for template payments

+ Add account ^

### Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number	
Checking - *7890	ACH and Wire	AMERICAN NATIONAL BANK & TRUST	111907144	⋮

### Recipient Details

Wire Name \* ⓘ

Bob Smith

ACH Name \* ⓘ

Bob Smith

ACH ID ⓘ

Country \*

United States

Address 1 \*

2732 Midwestern Parkway

Address 2

City \*

Wichita Falls

State \*

Texas

ZIP \*

76308

### Templates (0)

You can add more than one account if you want.

# Add Bob Smith

Display Name \*

Bob Smith

Email Address \*

bobsmith@gmail.com

Send email notifications for template payments

## Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing	
Checking - *7890	ACH and Wire	AMERICAN NATIONAL BANK & TRUST	111907144	⋮

Recipient details allows you to add address information for wire recipients.

## Recipient Details

Wire Name \* ⓘ

Bob Smith

ACH Name \* ⓘ

Bob Smith

ACH ID ⓘ

Country \*

United States

Address 1 \*

2732 Midwestern Parkway

Address 2

City \*

Wichita Falls

State \*

Texas

ZIP \*

76308

## Templates (0)

## Add Bob Smith

Display Name \*

Bob Smith

Email Address \*

bobsmith@gmail.com

 Send email notifications for template payments

### Accounts (1)

Account	Payment Type	Financial Institution (FI)	Route
Checking - *7890	ACH and Wire	AMERICAN NATIONAL BANK & TRUST	111

Templates will be blank when you first set the recipient up. Click Save Recipient when you are finished.

### Recipient Details

#### Templates (0)

No templates are associated with this recipient.

Cancel

Save Recipient



# American National Bank & Trust™

[amnat.com](http://amnat.com)

