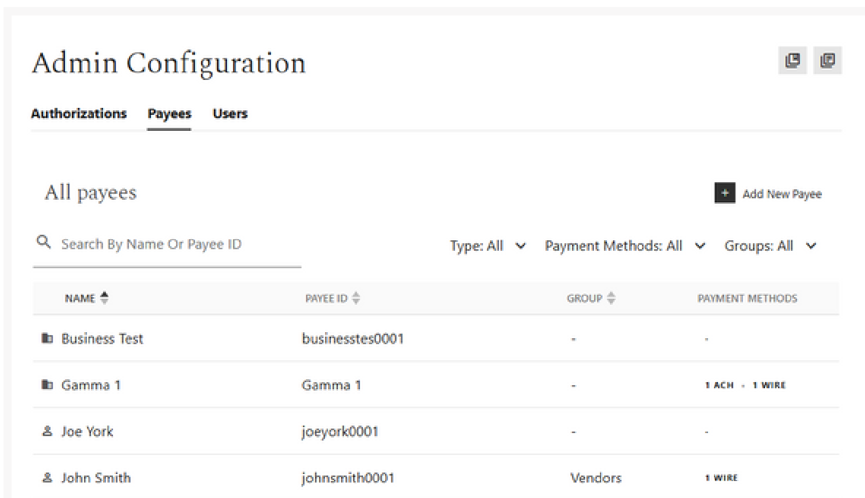
Payees

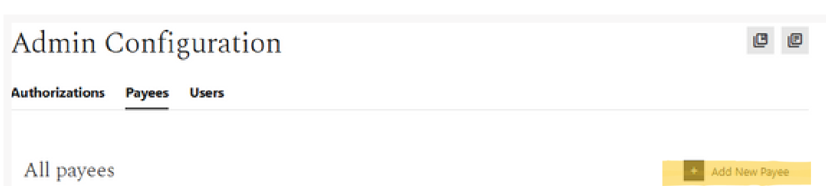
A key feature of Admin Configuration is Payees. Payees are any individuals or vendors that you are collecting money from or paying money to.

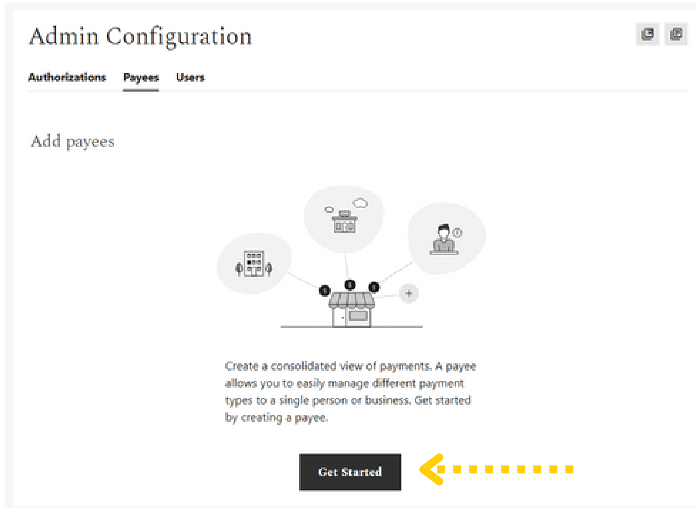
Examples of Payees include: Employees who have signed up for direct deposit and are paid via the External ACH feature, a vendor you need to pay for farm equipment via wire, or a customer who has purchased some of your feed and you now need to collect payment from them.



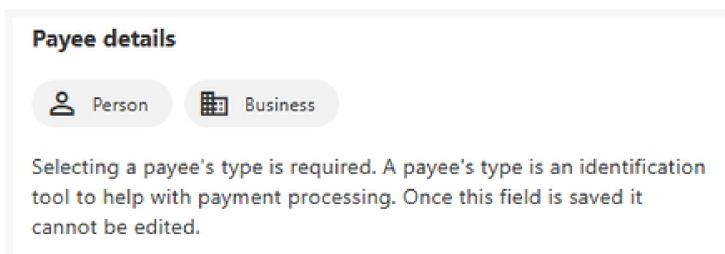
CREATING A PAYEE

Go to **Business Services→ Admin Configuration→ Payees.** To create a new payee, click **Get Started** or **Add New Payee.**

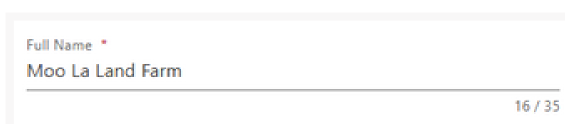




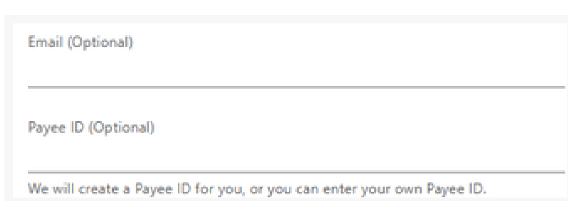
Under **Payee details,** categorize the payee as a **Person** or **Business**. Selecting a payee type is required. A payee's type is an identification tool to help with payment processing of External ACHs. Once this field is saved, it cannot be edited.



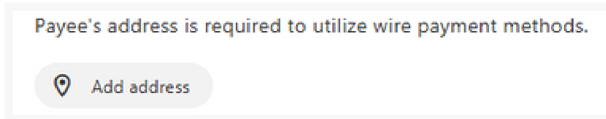
Enter the **Full Name** of the payee. If you selected **Person** as a type, this will be the full name of the individual; if you selected **Business,** this will be the full name of the business (or as close as you can get - the character maximum is 35).



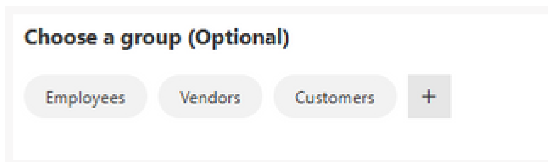
The **Email** and **Payee ID** fields are optional. If you do not enter a **Payee ID,** our system will automatically create one once the payee has been saved.



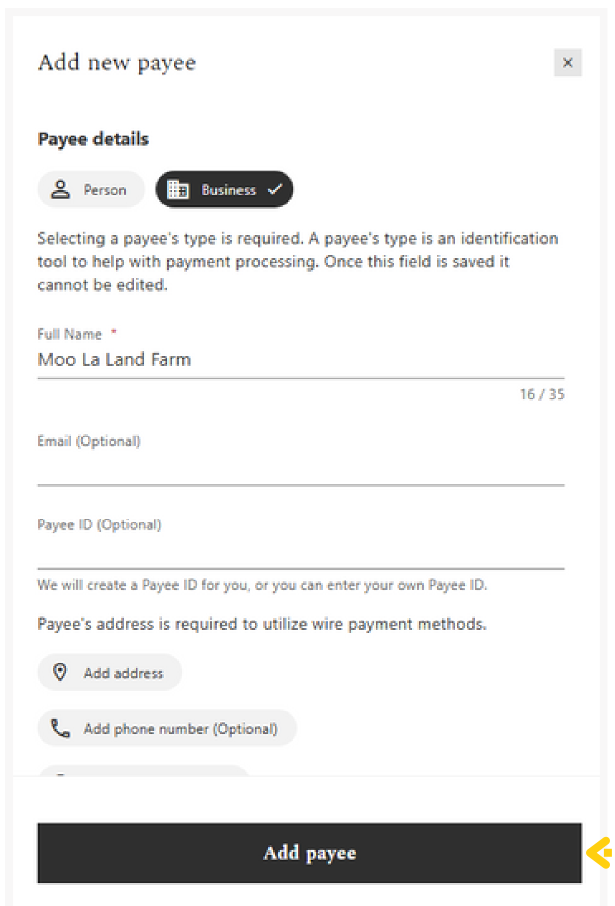
NOTE: If you are paying a payee by wire, you will need to enter the payee's address. For all other payment options, the address, phone number and website are optional.



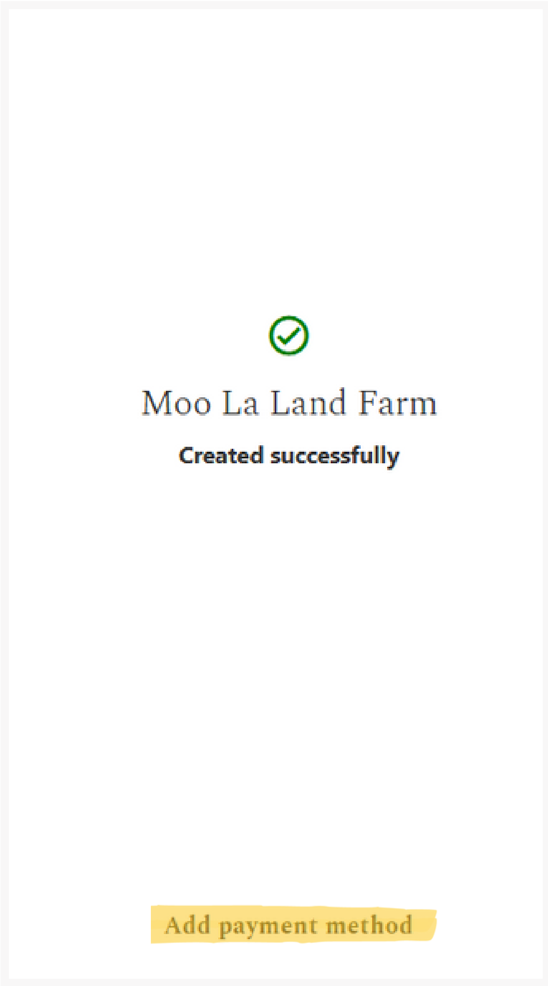
Choose a group is an optional feature. By selecting a **Group**, you can organize, view, and manage your payees by specific categories (ex. employees, vendors, or customers).



After all the information has been entered for the payee, click **Add Payee** to save the payee's profile. You will be prompted on the next screen to choose the **Payee's Payment Method**. Click **Add Payment Method**.



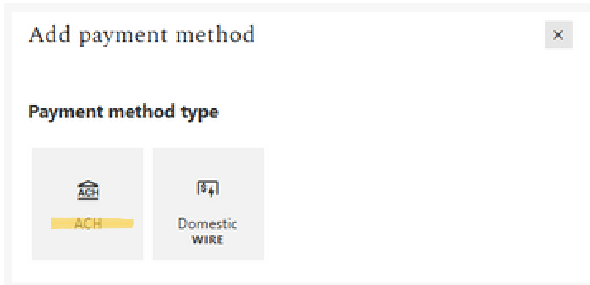
Click **Add Payment Method.**



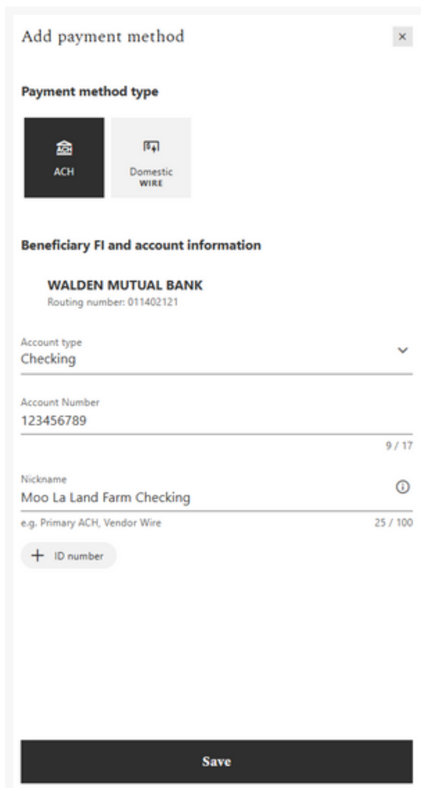
BEST PRACTICE: Create a Debit/Credit Authorization form! A Debit/Credit Authorization form is a document that provides formal permission to a company or organization to collect or send money from/to another bank account. Most Debit/Credit Authorizations forms have Authorization, Payment Details, Bank Information, Revocation Clause, and Payee's Signature sections. If you're interested, reach out to the Partner Experience team for a sample.

ADDING EXTERNAL ACH PAYMENT METHOD

If you are paying or collecting payment from your payee using our **External ACH** feature, select **ACH** under the **Payment Method Type**.



Enter the payee's **Routing Number** and **Account Number**. Select the **Account Type** (Checking or Savings) and then provide a **Nickname** for the **Payment Method.** The **Nickname** will help in situations where you have a payee that might have two different types of accounts or payment methods they use to accept payments to or collect money from. The **ID Number** is an optional field.

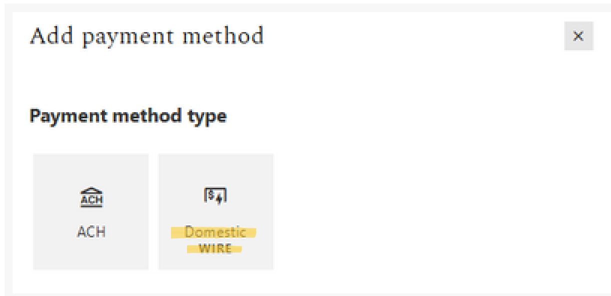


Click **Save**.

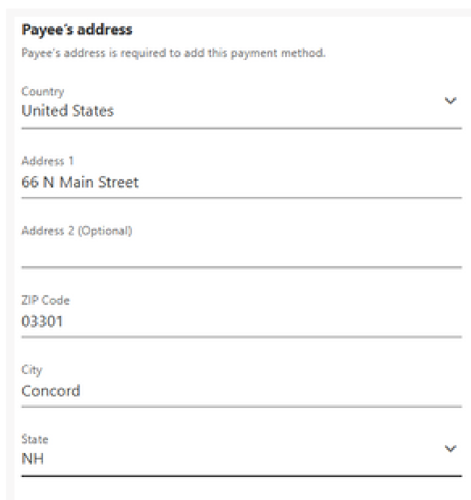
NOTE: If the routing number entered does not match the bank's name that the payee provided, please contact your payee to confirm the routing number is accurate and accepts ACHs.

ADDING DOMESTIC WIRE PAYMENT METHOD

If you are paying your payee using the **Domestic Wire,** select **Domestic Wire** under the **Payment Method Type**.

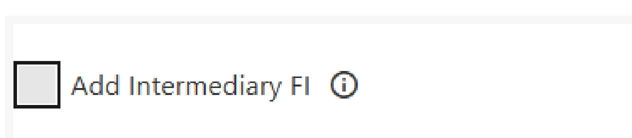


Enter the payee's physical address if it was not already entered on the previous payee screen.

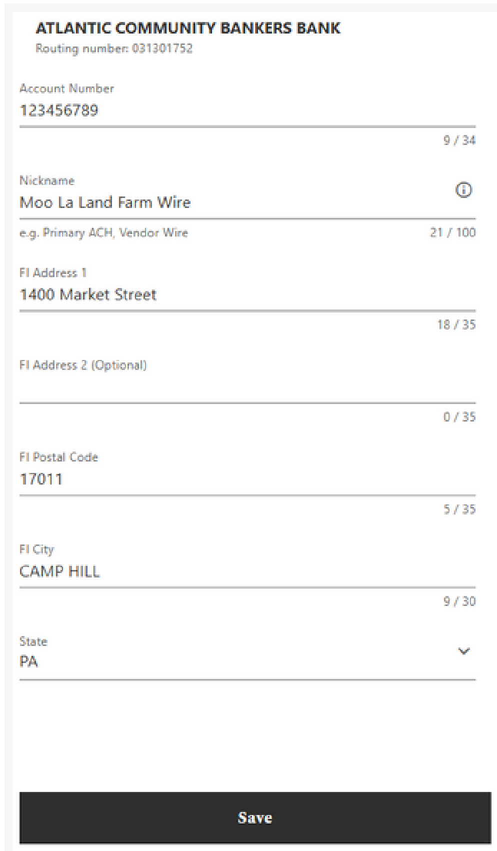


Scroll down to enter the **Receiving Beneficiary Financial Institutions information.**

NOTE: Select Add Intermediary FI if the payee provided an Intermediary bank information. If not, skip this section and enter the Receiving Beneficiary Financial Institution information.



You will need to enter a valid **Routing Number, Account Number, Nickname,** and **physical address** of the Financial Institution. The **Nickname** will help in situations where you have a payee that might have two different types of accounts or payment methods they use to accept payments to or collect money from. The **ID Number** is an optional field.



Click **Save.**

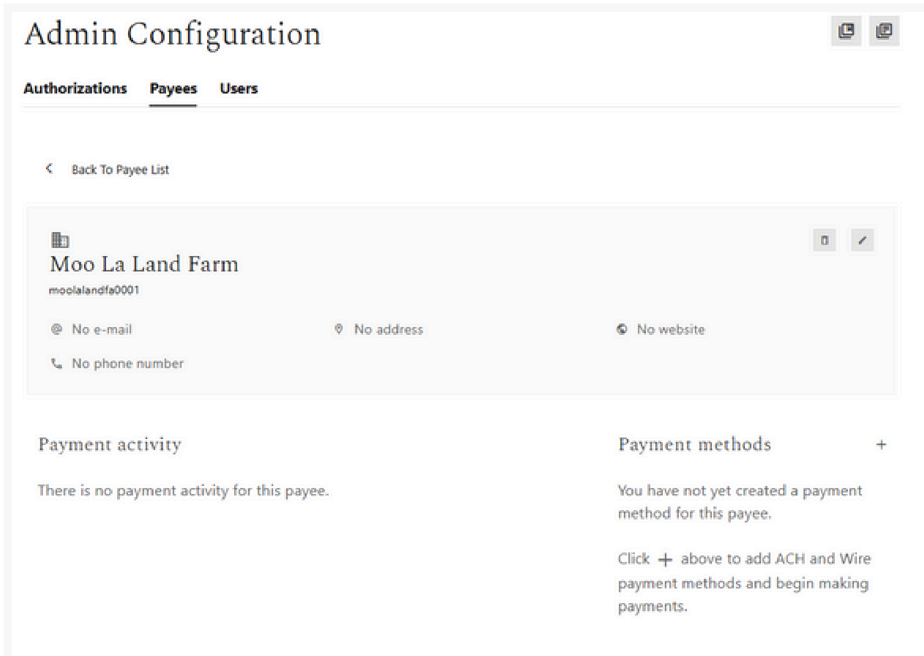
NOTE: Our system should automatically pull in the Receiving Beneficiary Financial Institution's address. If the Routing Number you are entering does not link to a bank or match the name of the bank provided by your payee, please contact your payee to make sure their bank accepts wires. Some smaller banks (like us!) use a different bank to help process their wires.

BEST PRACTICE: Check out our External ACH User Guide and Wires Guide for more information on ACH and wire processing!

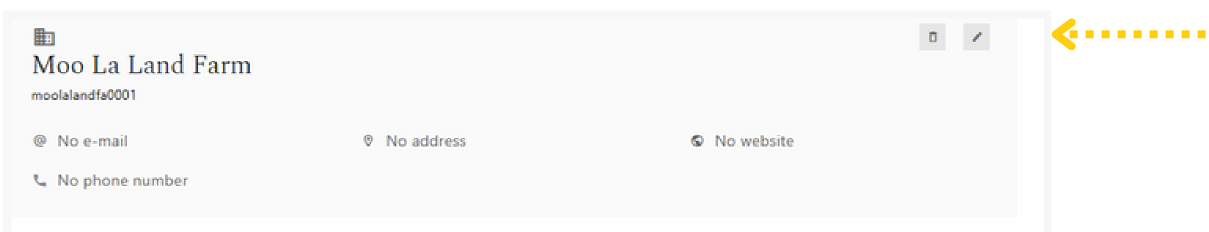
PAYEE MAINTENANCE

UPDATE PAYEE CONTACT INFORMATION

To update payee contact information, go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to update.



Click on the **Pencil Icon** under the payee profile to update their contact information.



Enter the new contact details and click **Submit**.

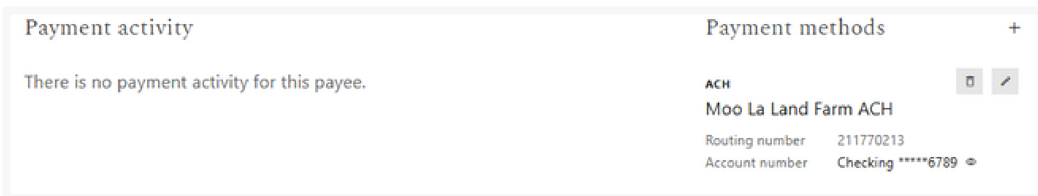
NOTE: Payees can have multiple payment methods attached to their profiles. You do not need to create a new payee profile for each payment method.

PAYEE MAINTENANCE

UPDATE PAYEE PAYMENT METHOD

To update payee **Payment Method** go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to update.

Click on the **Pencil Icon** next to **Payment Methods** to update their ACH or wire information.



Enter the new payment details and click **Save.**

DELETE PAYEE PAYMENT METHOD

To update payee **Payment Method,** go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to delete the **Payment Method** for.

To delete a **Payment Method** for the Payee, click on the **Trash Can** icon above the current payment method.

Click **Yes, delete** to permanently delete the payment method.

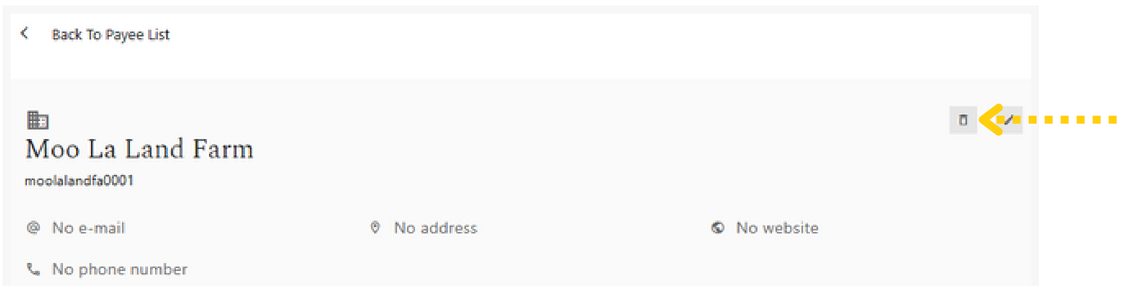
NOTE: Before deleting a payee, we check for any scheduled payments associated with the payee. If we don't find any, a confirmation window will open for you to confirm deletion.

PAYEE MAINTENANCE

DELETE PAYEE

To update payee **Payment Method,** go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to delete.

To delete a payee click on the **Trash Can** icon on their profile .



Click **Yes, delete this payee** to permanently delete the payee.

NOTE: You can't delete a payee that has a scheduled transaction in progress. Delete pending transactions that use the payment method, then delete the payment method. We will then remove deleted payment methods from all templates. Once a payee has been deleted, it can not be reversed and the payee will need to be recreated.