

Managing ACH Recipients

Please note, if you receive a request from a recipient to update their account information, please verify that request is legitimate before updating the recipient's account information



Click an account tile to view details and transaction history.

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Home

ACCOUNTS

Available: \$15,015.94
Current: \$15,015.94

<p>COMMERCIAL CKG W/INT **4277</p> <p>Available Balance \$6,181.91</p> <p>Current Balance \$6,181.91</p>	<p>COMMERCIAL CKG W/INT **7757</p> <p>Available Balance \$5,442.59</p> <p>Current Balance \$5,442.59</p>
<p>COMMERCIAL CHECKING **7245</p> <p>Available Balance \$3,391.44</p> <p>Current Balance \$3,391.44</p>	

LOANS

Current: \$1,754,051.59
Available: \$988,600.15

<p>COMMERCIAL REVOLVING... 200200</p> <p>Current Balance \$1,011,399.85</p> <p>Available Balance \$988,600.15</p>	<p>COMMERCIAL TERM LOAN 300200</p> <p>Current Balance \$742,651.74</p>
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CD

Available: \$15,601.80
Current: \$15,601.80

<p>BUSINESS REPO CD **0001</p> <p>Available Balance \$15,601.80</p> <p>Current Balance \$15,601.80</p>

DepositPartner

Positive Pay

POSITIVE PAY

No accounts have exceptions needing decision.

Continue to Positive Pay

Your Recipient Address Book can be found under the Cash Management Menu.

The Recipient Address Book is where all your ACH and Wire Recipients are saved.

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Recipients

[New Recipient](#)

Name	Email Address	Number of Accounts	Actions
Andy Dufresne (123456)		2	⋮
Brooks Hatlen		1	⋮
Byron Hadley			
Donald Duck			
International Wire Recipient	Email@Email.com		
Loch Ness Tours			
Mickey Mouse		1	⋮
Red Redding		1	⋮
Samuel Norton		1	⋮
Walt Disney		1	⋮

Click on New Recipient to create a recipient

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Add Steve Rogers

Display Name *
Email Address
 Send email notifications for template payments

[+ Add account](#)

Accounts (1)

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

Payment Type
Beneficiary Type

Account Type *
Account *

Financial Institution (FI)
ACH Routing Number *

Beneficiary FI ⓘ

Name *
Country *
FI ABA Number *

Address 1
Address 2
City

State
Postal Code

Receiving FI ⓘ

Name
Wire Routing Number

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

Adding an email address for recipients is optional.

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Add Steve Rogers

Display Name * Email Address Send email notifications for template payments

Accounts (1) + Add account

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

Payment Type dropdown menu with options: ACH Only, ACH Only, Wire Only, ACH and Wire. The first 'ACH Only' option is selected.

From the **Payment Type** dropdown menu, select **ACH Only**

Account *

Financial Institution (FI) Refined Search ACH Routing Number *

Recipient Details

Wire Name * ACH Name * ACH ID

Country Address 1 * Address 2

City * State * ZIP *

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 Email Address
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Accounts (1) + Add account ^

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

Payment Type

Account Type *
 Account *

Financial Institution (FI)
 ACH Routing Number *

Select the Account Type (checking or savings) and enter the Account Number.

Recipient Details

Wire Name *
 ACH Name *
 ACH ID

Country
 Address 1 *
 Address 2

City *
 State *
 ZIP *

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+ Add account ^

Accounts (1)

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

Payment Type

Account Type *
 Account *

Financial Institution (FI)
 ACH Routing Number *

Refined Search

0759118

JOHNSON BANK

555 Main St, Ste 100 Racine WI, 53403

Wire ABA Number 075911852
ACH ABA Number **075911852**

Recipient Details

Wire Name *
 ACH Name *
 ACH ID

Country
 Address 1 *
 Address 2

City *
 State *
 ZIP *

You can search for the Beneficiary Financial Institution by name or routing number. **Select the correct Financial Institution (FI).**

Please note, if you search by name, some FI's have multiple routing numbers. Please ensure you are selecting the correct routing number.

After selecting the FI from the search box, the ACH Routing Number field will automatically fill in with that routing number.

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Add Steve Rogers

Display Name *

Email Address

Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing N
Account - New	ACH and Wire		N/A

Payment Type: ACH Only

Account Type *: Checking

Account #: 8675309

Financial Institution (FI): Search by name or routing #

ACH Routing Number *: 075911852

Click the **Check Mark** to save the account information for the recipient

Recipient Details

Wire Name *:

ACH Name *:

ACH ID:

Country: United States

Address 1 *:

Address 2:

City *:

State *: Select State

ZIP *:

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Add Steve Rogers

Display Name *

Steve Rogers

Email Address

Cap@Shield.com

Send email notifications for template payments

+ Add account ^

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		075911852

Recipient Details

Wire Name ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Country

United States

Address 1

Address 2

City

State

ZIP

Select State

Templates (0)

Cancel

Save Recipient

You can **+Add account** to add more than one account for the recipient, if needed. For example, if you are setting up an employee for payroll and the employee wants the payroll to be split between Savings and Checking.

Adding an additional account will follow the same steps as adding the original account.

Fill in the Recipient Details.

ACH Name: The name by which the recipient is known to its bank. AKA the Account Title or Account Name.

ACH ID: Optional Field. Can be used for an internal reference number if desired (for example, a Vendor Number).

Address: Not required for ACH Only recipients.

Add Steve Rogers

Display Name *

Steve Rogers

Email Address

Cap@Shield.com

Send email notifications for template payments

Accounts (1)

+ Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		075911852

Recipient Details

Wire Name ⓘ

ACH Name * ⓘ

ACH ID ⓘ

Steven Rogers

A001

Country

United States

Address 1

Address 2

City

State

ZIP

Select State

Templates (0)

Cancel

Save Recipient

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Add Steve Rogers

Display Name * Email Address Send email notifications for template payments

Accounts (1) + Add account ^

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *5309	ACH Only		075911852

Recipient Details

Wire Name ACH Name * ACH ID

Country Address 1 Address 2

City State ZIP

Templates (0)

Templates will show which templates this recipient has been added to. Templates will be blank when you first set the recipient up. For information on Templates, please see separate ACH Payments using Templates guide.

Click **Save Recipient** when you are finished.

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Recip

Name	Accounts	Actions
Andy D	2	
Brooks		
Byron Hadley		
Donald Duck		
International Wire Recipient	Email@Email.com	1
Loch Ness Tours		1
Mickey Mouse		1
Red Redding		1
Samuel Norton		1
Steve Rogers (A001)	Cap@Shield.com	1
Walt Disney		1



Recipient Saved

Recipient Steve Rogers has been successfully saved.

Close

You will receive a confirmation that the recipient has been saved. Click **Close**

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New Recipient

Search

Name	Email Address	Number of Accounts	Actions
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Brooks Hatlen		1	⋮
Byron Hadley			
Donald Duck			
International Wire Recipient	Email@Email.com		
Loch Ness Tours			
Mickey Mouse			
Red Redding			
Samuel Norton			
Steve Rogers (A001)	Cap@Shield.com		
Walt Disney			

Edit

Delete

Payment History

You can **Edit, Delete, or View Payment History** of existing Recipients by clicking the **Kabob Menu** on the recipient's tile.

PLEASE NOTE: if you receive a request from a recipient to update their account information, please verify that request is legitimate before making any updates.

Thank You

Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

