Recipient Management

A 'Recipient' is an individual or company which is either debited or credited via ACH or Wire.

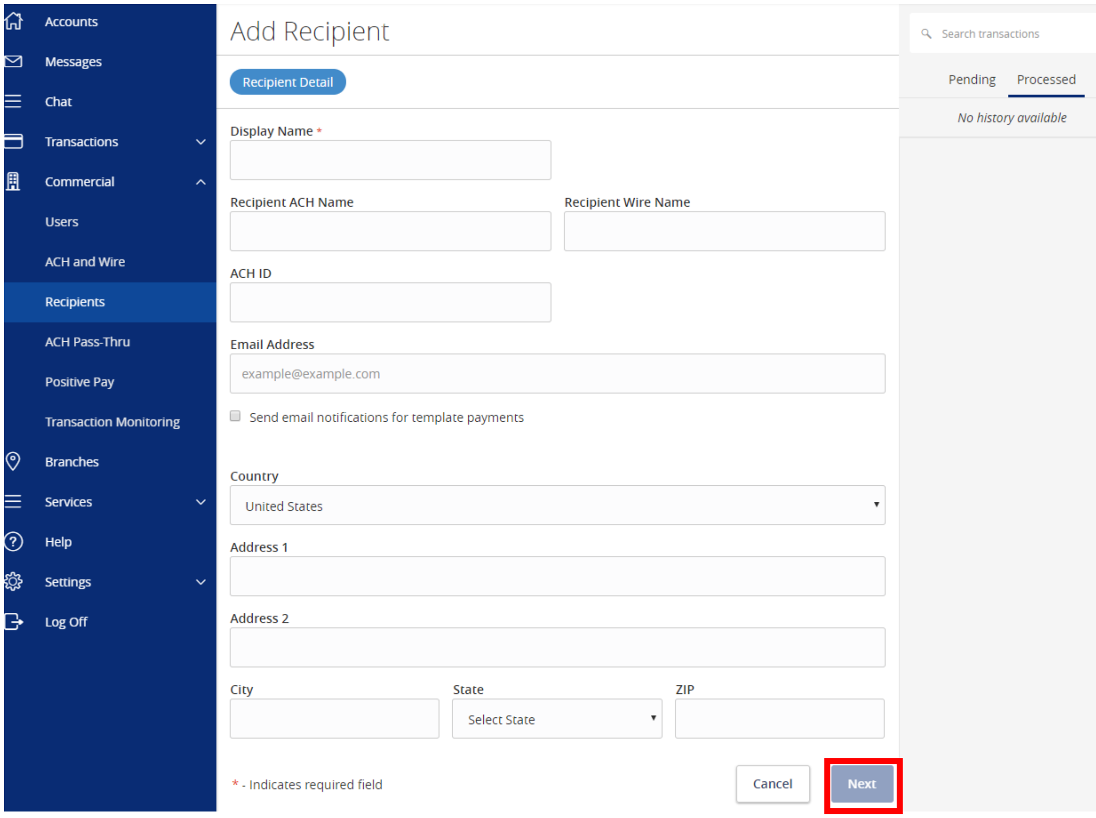
Add Domestic Recipient

1. Select the 'Recipients' option under the 'Commercial' menu.
2. Click on 'Add Recipient' on the right side of the screen.

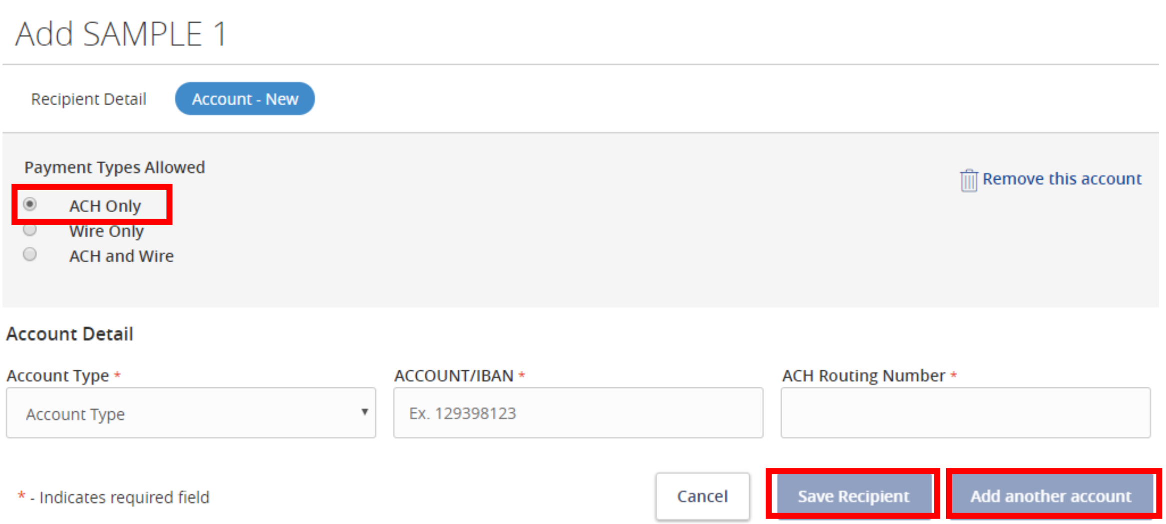
3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. Required 'Recipient ACH Name' is the name to be inserted into the batch header record in the NACHA file.
5. Required 'Recipient Wire Name' is the name to be inserted into the Fed Wire file.
6. ACH ID field (optional) can be used to indicate something specific to the recipient (ie. Employee ID)
7. Enter the recipient's e-mail address.

   NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Rockland Trust. Although wires have been processed by Rockland Trust, they are still subject to verification and may be cancelled.

8. The address fields on the bottom half of the screen are the recipient's address. These are optional for ACH recipients and required for wire recipients.
9. Click 'Next' to add a recipient account.

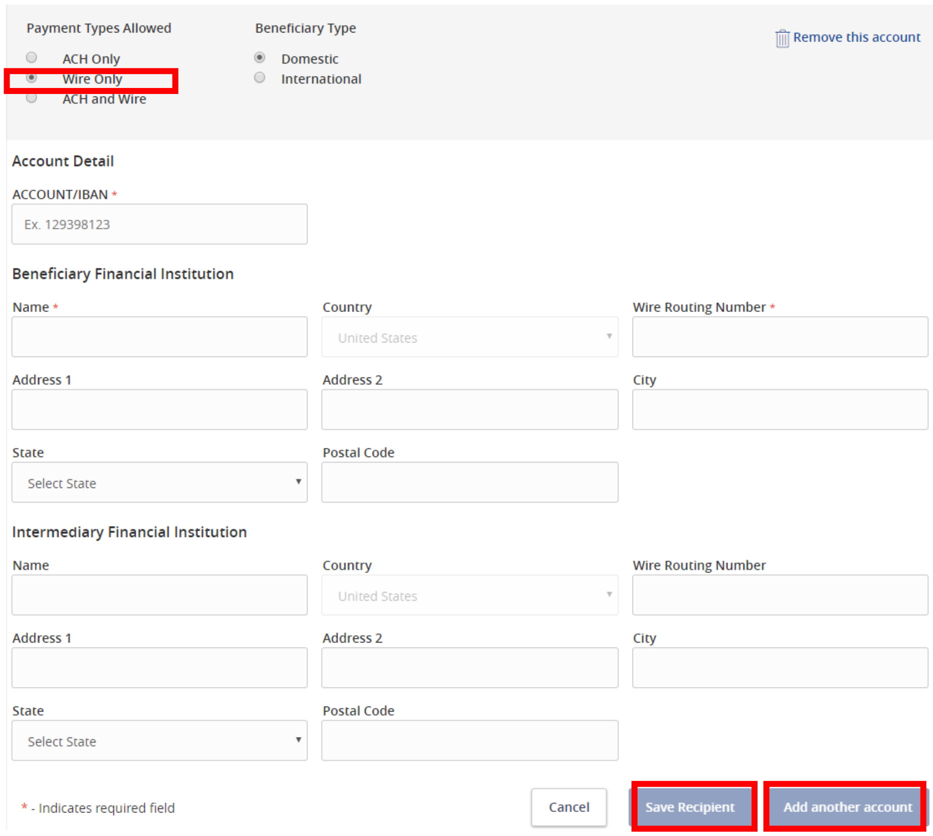


10. ‘Payment Types Allowed’ designates what transaction type(s) the account is eligible for.
    a. ‘ACH Only’ will display only fields corresponding with ACH. Enter the recipient’s account type, account number, and ACH routing number.
    b. Click ‘Add another account’ to add an additional account or click ‘Save Recipient’ to complete the setup.



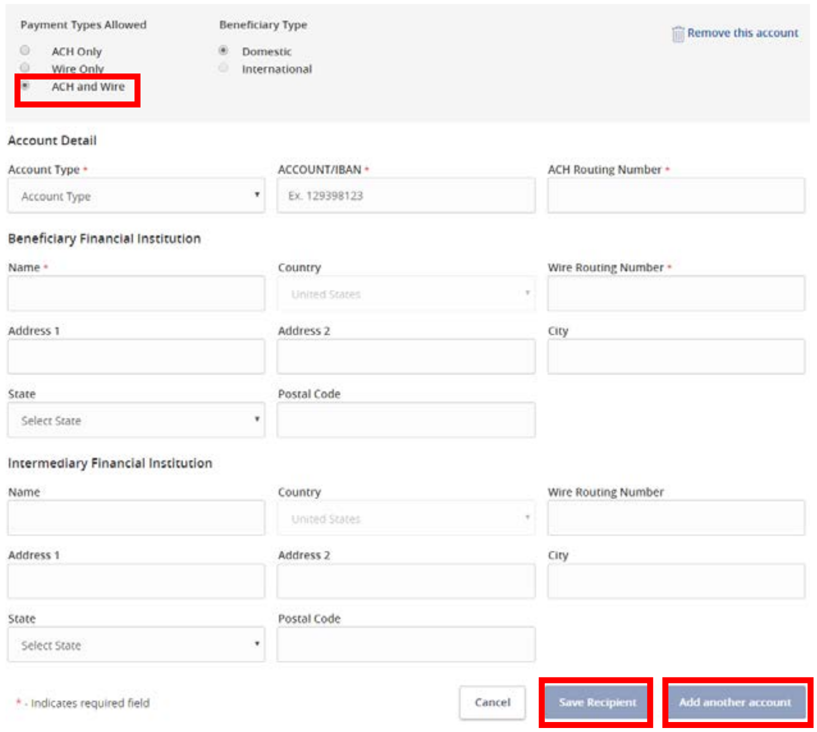
c. ‘Wire Only’ will only display fields corresponding with Wires. Enter the recipient’s Account Number and the Beneficiary Financial Institution’s Name and Wire Routing Number.

d. Click ‘Add another account’ to add an additional account or click ‘Save Recipient’ to complete the setup.



e. ‘ACH and Wire’ will only display fields corresponding with both ACH and Wires. Complete the fields for both ACH and Wires in accordance to steps 9a and 9c.

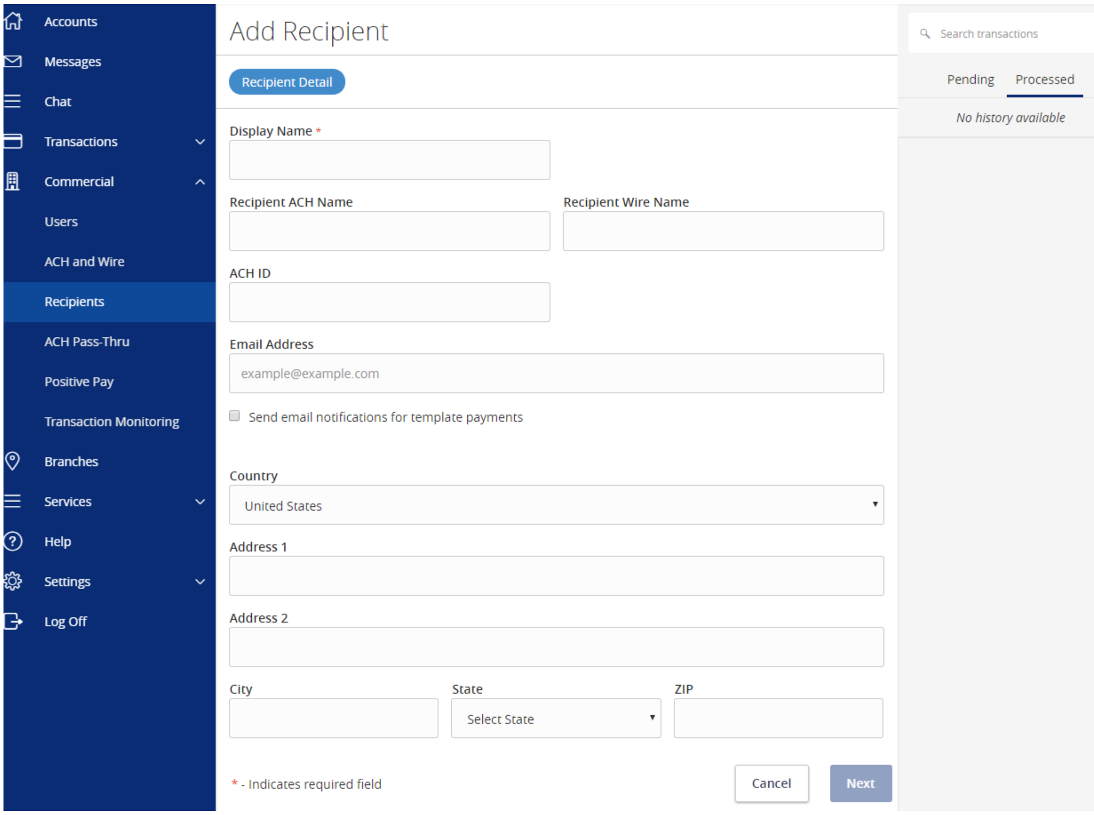
f. Click ‘Add another account’ to add an additional account or click ‘Save Recipient’ to complete the setup.



Add International Recipient

1. Select the ‘Recipients’ option under the ‘Commercial’ menu.
2. Click on ‘Add Recipient’ on the right side of the screen.

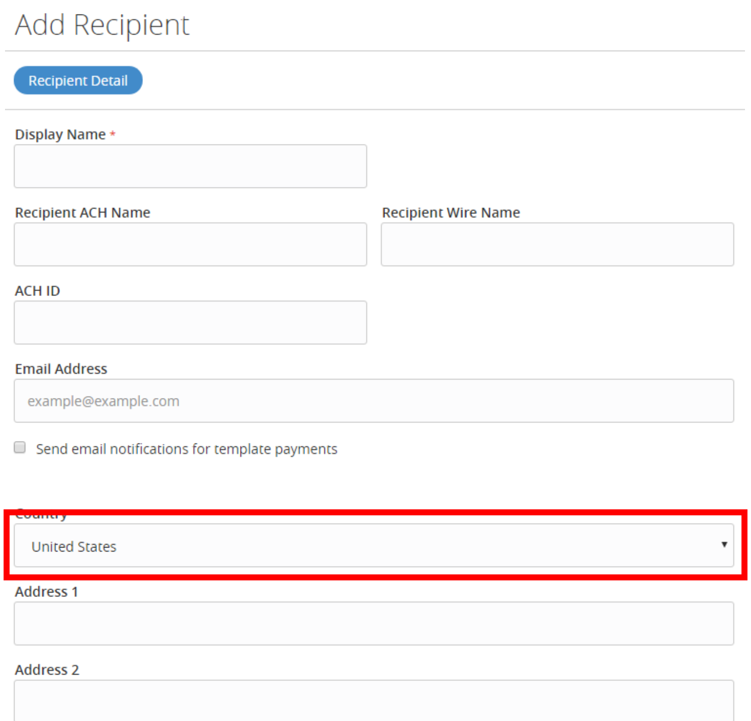
3. ‘Display Name’ is used for sorting/referencing the recipient in the ‘Recipients’ menu.
4. Required ‘Recipient Wire Name’ is the name to be inserted into the Fed Wire file.



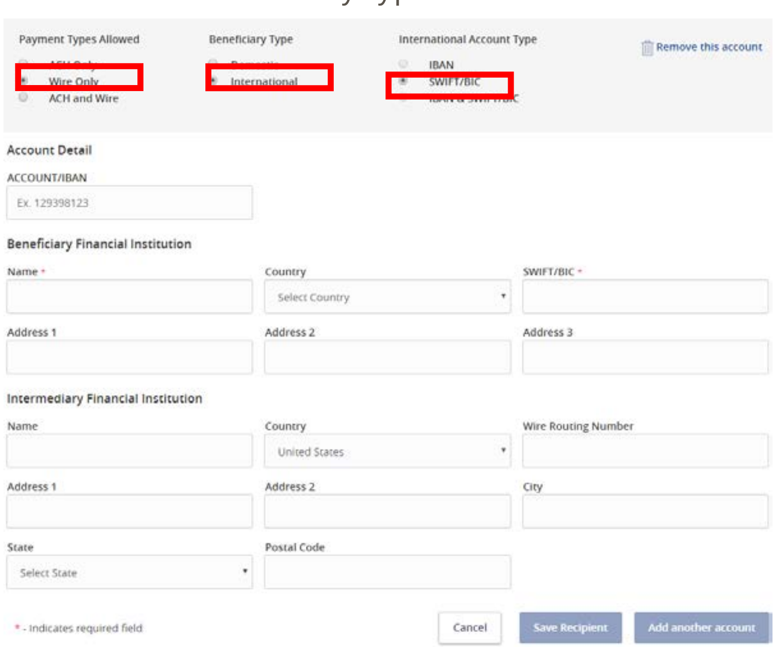
5. Add is the recipient's e-mail address.

   NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Rockland Trust. Although wires have been processed by Rockland Trust, they are still subject to verification and may be cancelled.

6. Select the desired country from the drop-down list.



7. Enter the address information on the bottom half of the screen. This is the recipient's address.
8. Click 'Next' to add a recipient account.
9. Select the 'Wire Only' option beneath 'Payment Types Allowed'. Select 'International' beneath the Beneficiary Type



10. Enter the account number /IBAN under the 'Account Detail' heading.
11. Select the appropriate 'Country' from the drop down menu.
12. Enter the financial institution's name.
13. Enter the SWIFT/BIC #. Rockland Trust requires a 'SWIFT' code for international wires.

NOTE: Intermediary Bank information may still be needed even though the IBAN or SWIFT/BIC is being entered.

14. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.