

Recipient Management

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

Add Recipient (Domestic and International)

1. Select “Recipients” under the *Commercial* menu and click “New Recipient”.

Name ^	Email Address ^	Number of Accounts ^	Actions
ABC Company		1	⋮
123 Company		1	⋮
Test Corporation		1	⋮
Example Co.		1	⋮

2. *Recipient Name* is used for sorting/referencing the recipient in the *Recipients* menu. *Email Address* is for the recipient’s email. If you would like the recipient to be notified, click the “Send Email Notifications For Template Payments” box.

Add Recipient

Recipient Name *

Email Address *

Send email notifications for template payments

+ Add account ^

NOTE: *Send Email Notifications For Template Payments* generates an email to the recipient at the time the transaction is processed by Rockland Trust. Although *ACHs and Wires* have been received, they are still subject to verification and may be cancelled.

3. Choose your *Payment Type*. Based off your choice, other details will populate.

Account - New ACH and Wire N/A ⋮

Payment Type

ACH Only
Wire Only
ACH and Wire

- a. *ACH Only* – Click the blue check after entering the Recipient’s:
 - i. *Account Type*
 - ii. *Account Number*
 - iii. *ACH Routing Number*

Payment Type

ACH Only

Account Type * ACCOUNT/IBAN *

Select Account Type

ACH Routing Number *

X ✓

- b. *Wire Only* – Click the blue check after entering the Recipient’s:
 - i. *Account Number/International Bank Account Number*
 - ii. *Beneficiary Financial Institution* information (need *Routing/ABA Number*)
 - iii. *Intermediary Financial Institution* information (if applicable)

Payment Type Beneficiary Type

Wire Only Domestic

ACCOUNT/IBAN *

Beneficiary Financial Institution ⓘ

Name * Country * FI ABA Number *

Address 1 Address 2 City

State Postal Code

Select State

Intermediary Financial Institution ⓘ

Name Country Wire Routing Number

Address 1 Address 2 City

State Postal Code

Select State

X ✓

- c. *ACH and Wire* – Click the blue check after entering the Recipient’s:
 - i. *Account Type*
 - ii. *Account Number/International Bank Account Number*
 - iii. *ACH Routing Number*
 - iv. *Beneficiary Financial Institution* information (need *Routing/ABA Number*)
 - v. *Intermediary Financial Institution* information (if applicable)

Payment Type ACH and Wire		Beneficiary Type Domestic	
Account Type * Select Account Type		ACCOUNT/IBAN *	
ACH Routing Number *			
Beneficiary Financial Institution ?			
Name *		Country *	FI ABA Number *
Address 1		Address 2	City
State Select State		Postal Code	
Intermediary Financial Institution ?			
Name		Country	Wire Routing Number
Address 1		Address 2	City
State Select State		Postal Code	
			<input type="checkbox"/> <input checked="" type="checkbox"/>

NOTE: If you are sending an *International Wire*, click “Wire Only”. Then change the *Beneficiary Type* to *International* and enter the Recipient’s *SWIFT/BIC Number*.

Payment Type Wire Only		Beneficiary Type International		International Account Type Account and SWIFT/BIC	
ACCOUNT/IBAN *					
Beneficiary Financial Institution ?					
Name *		Country *		SWIFT/BIC *	
		Select Country			

4. Fill out the *Recipient Details*
 - a. *Recipient Wire Name* – name inserted into Fed Wire File
 - b. *Recipient ACH Name* – name inserted into batch header record in the NACHA file
 - c. *ACH ID Field* – used to indicate something specific to Recipient (i.e. Employee ID)
 - d. Fill out the Recipient’s address (this is optional for *ACH* but mandatory for *Wires*)

Recipient Details ^

Recipient Wire Name <small>⊙</small>	Recipient ACH Name <small>⊙</small>	ACH ID <small>⊙</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Address 1 *	Address 2
<input type="text" value="United States"/> <small>▼</small>	<input type="text"/>	<input type="text"/>
City *	State *	ZIP *
<input type="text"/>	<input type="text" value="Select State"/> <small>▼</small>	<input type="text"/>

5. Click “Save Recipient” at the bottom of the page.

Templates (0) ▼

Upload Recipients From Your Accounting Software

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time Payment* option you would like to upload for.



2. Click “Upload From File” in the top right of the page.



3. Click the “Import File” box to bring up your computer’s file drives. Select a file to upload that is compliant with our file specs requirements. Click on “Save Recipients”.

Payment From File

[International Wire Sample File \(.csv\)](#)

INTERNATIONAL WIRE UPLOAD GUIDELINES

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- File must be in .csv format and follow the specification
- Please note wire transactions are executed per their order in the file
- File columns represent the mandatory wire fields where each column header in the sample file represents the Field Name and tag number
- File must contain no more than 20 wire transactions to be executed

[International Wire File Specification \(.pdf\)](#)

Import File *

* - Indicates required field

Cancel **Save Recipients** Upload File