

# 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.

**Add Recipient**

Recipient Detail

Display Name \*

Recipient ACH Name

Recipient Wire Name

ACH ID

Set ACH recipient type for filtering

Email Address  
example@example.com

Send email notifications for template payments

Country  
United States

Address 1

Address 2

City State ZIP

\* - Indicates required field

Cancel Next

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.

Add SAMPLE 1

Recipient Detail Account - New

Payment Types Allowed

ACH Only

Wire Only

ACH and Wire

Remove this account

Account Detail

Account Type \*

ACCOUNT/IBAN \*

ACH Routing Number \*

Account Type

Ex. 129398123

\* - Indicates required field

Cancel Save Recipient Add another account

- 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.

**Payment Types Allowed**

ACH Only

Wire Only

ACH and Wire

**Beneficiary Type**

Domestic

International

[Remove this account](#)

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**Account Detail**

**ACCOUNT/IBAN \***

Ex. 129398123

**Beneficiary Financial Institution**

<b>Name *</b>	<b>Country</b>	<b>Wire Routing Number *</b>
<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>
<b>Address 1</b>	<b>Address 2</b>	<b>City</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>State</b>	<b>Postal Code</b>	
<input type="text" value="Select State"/>	<input type="text"/>	

**Intermediary Financial Institution**

<b>Name</b>	<b>Country</b>	<b>Wire Routing Number</b>
<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>
<b>Address 1</b>	<b>Address 2</b>	<b>City</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>State</b>	<b>Postal Code</b>	
<input type="text" value="Select State"/>	<input type="text"/>	

\* - Indicates required field

- 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.

Payment Types Allowed  
 ACH Only  
 Wire Only  
 ACH and Wire

Beneficiary Type  
 Domestic  
 International

[Remove this account](#)

**Account Detail**  
 Account Type \*  
 ACCOUNT/IBAN \*  
 ACH Routing Number \*

**Beneficiary Financial Institution**  
 Name \*  
 Country  
 Wire Routing Number \*  
 Address 1  
 Address 2  
 City  
 State  
 Postal Code

**Intermediary Financial Institution**  
 Name  
 Country  
 Wire Routing Number  
 Address 1  
 Address 2  
 City  
 State  
 Postal Code

\* - Indicates required field

[Cancel](#) [Save Recipient](#) [Add another account](#)

## Add International Recipient

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

Recipient Management

Search  Sort by

[Add Recipient](#)

1 account(s)	1 0 account(s)	1 0 account(s)	241 Fitness 1 account(s) 241Fitness@gmail.com
a blank ben fi country 1 account(s)	abc 0 account(s)	ABC CO 2 account(s)	ABC Company new 3 account(s)

- 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.

**Add Recipient**

Recipient Detail

Search transactions

Pending Processed

No history available

Display Name \*

Recipient ACH Name Recipient Wire Name

ACH ID  Set ACH recipient type for filtering

Email Address  
example@example.com

Send email notifications for template payments

Country  
United States

Address 1

Address 2

City State ZIP

\* - Indicates required field

Cancel Next

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.

Add Recipient

Recipient Detail

Display Name \*

Recipient ACH Name Recipient Wire Name

ACH ID

Email Address  
example@example.com

Send email notifications for template payments

Country  
United States

Address 1

Address 2

- 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

Payment Types Allowed:  Wire Only,  ACH Only,  ACH and Wire

Beneficiary Type:  International,  Domestic

International Account Type:  SWIFT/BIC,  IBAN,  IBAN & SWIFT/BIC

Remove this account

Account Detail

ACCOUNT/IBAN  
Ex. 129398123

Beneficiary Financial Institution

Name \*, Country (Select Country), SWIFT/BIC \*

Address 1, Address 2, Address 3

Intermediary Financial Institution

Name, Country (United States), Wire Routing Number

Address 1, Address 2, City

State (Select State), Postal Code

\* - Indicates required field

Cancel Save Recipient Add another account

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.

<b>Payment Types Allowed</b> <input type="radio"/> ACH Only <input checked="" type="radio"/> Wire Only <input type="radio"/> ACH and Wire	<b>Beneficiary Type</b> <input type="radio"/> Domestic <input checked="" type="radio"/> International	<b>International Account Type</b> <input type="radio"/> IBAN <input checked="" type="radio"/> SWIFT/BIC <input type="radio"/> IBAN & SWIFT/BIC	<a href="#">Remove this account</a>
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**Account Detail**

ACCOUNT/IBAN

**Beneficiary Financial Institution**

Name *	Country	SWIFT/BIC *
<input type="text"/>	<input type="text" value="Select Country"/>	<input type="text"/>
Address 1	Address 2	Address 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Intermediary Financial Institution**

Name	Country	Wire Routing Number
<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>
Address 1	Address 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Postal Code	
<input type="text" value="Select State"/>	<input type="text"/>	

\* - Indicates required field