Gulf Capital Bank

One-Time Commercial Payments

Digital banking designed
for your success.

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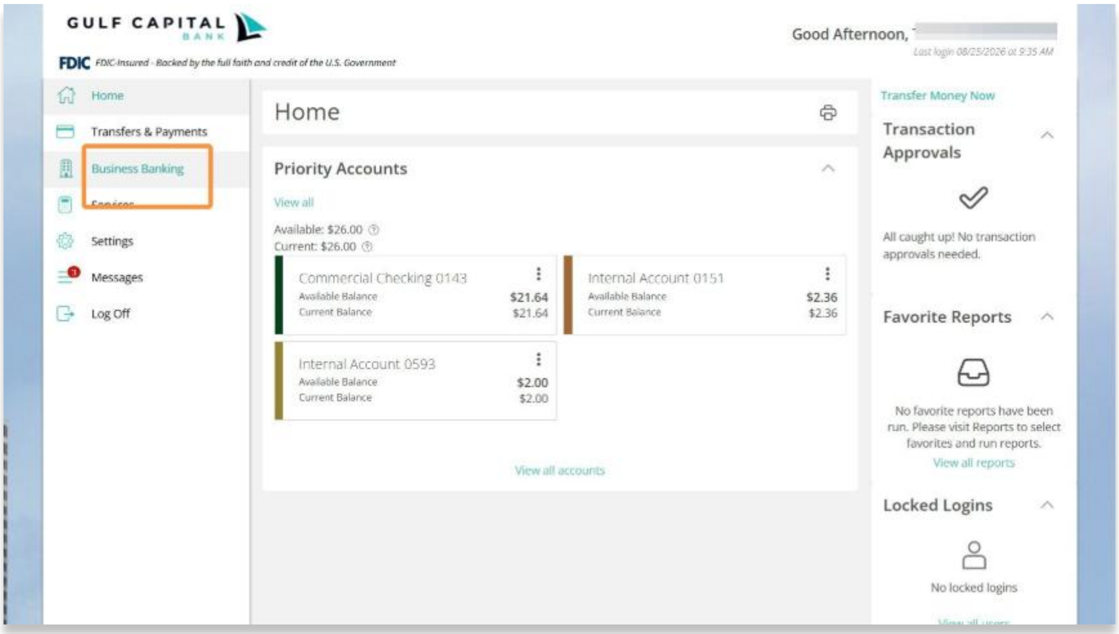
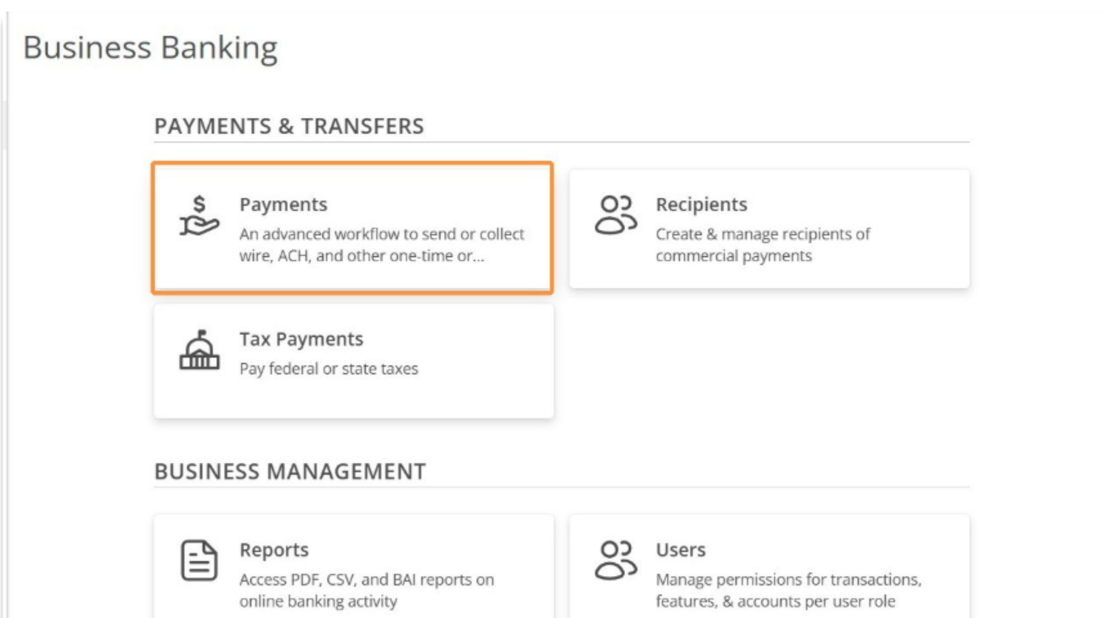
BANK
Banking Built For Houston

Learn how to efficiently set up and process an ACH payment for your business accounts. This guide walks you through navigating the banking portal to configure payment details, select recipients, and schedule your transactions.

1. To create a One-Time Commercial Payment, select the "Business Banking" menu and then select "Payments".





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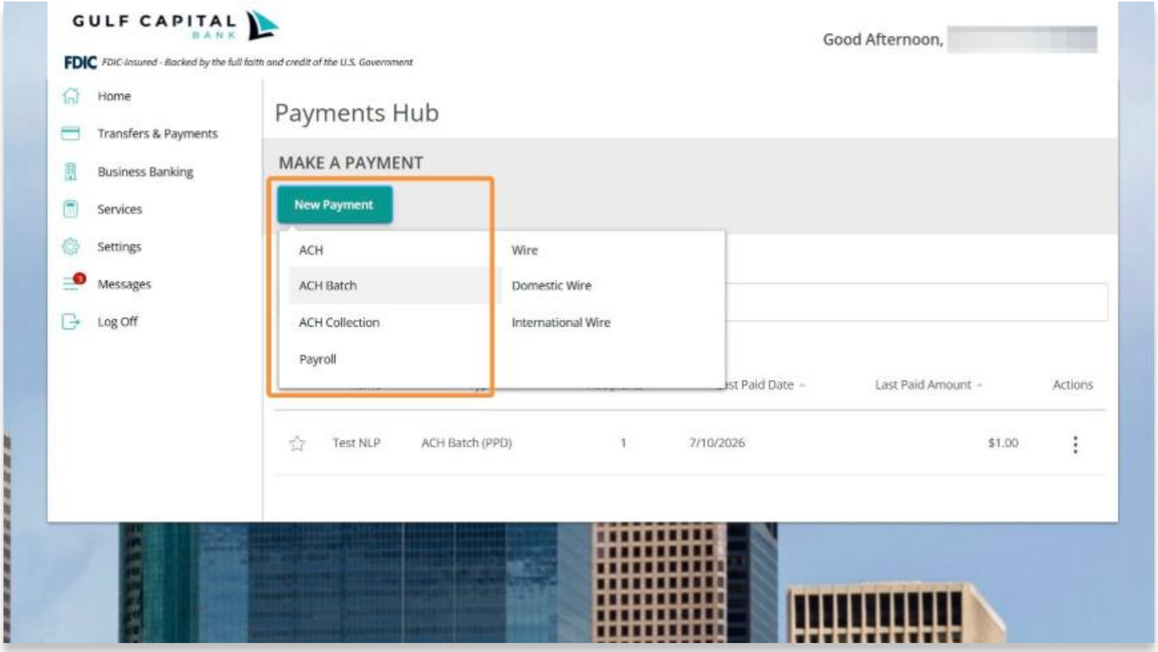
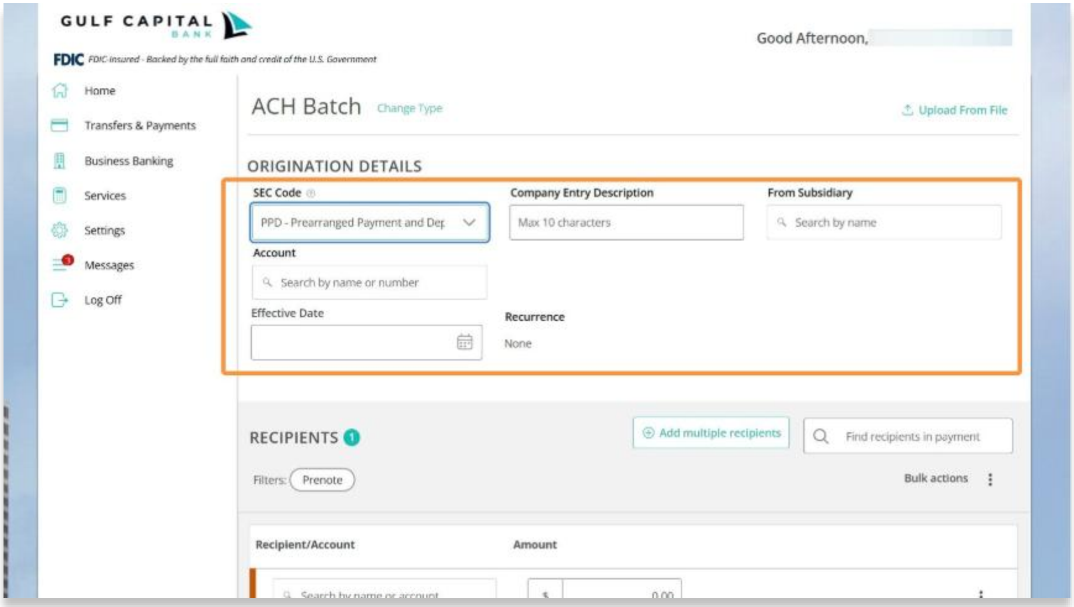
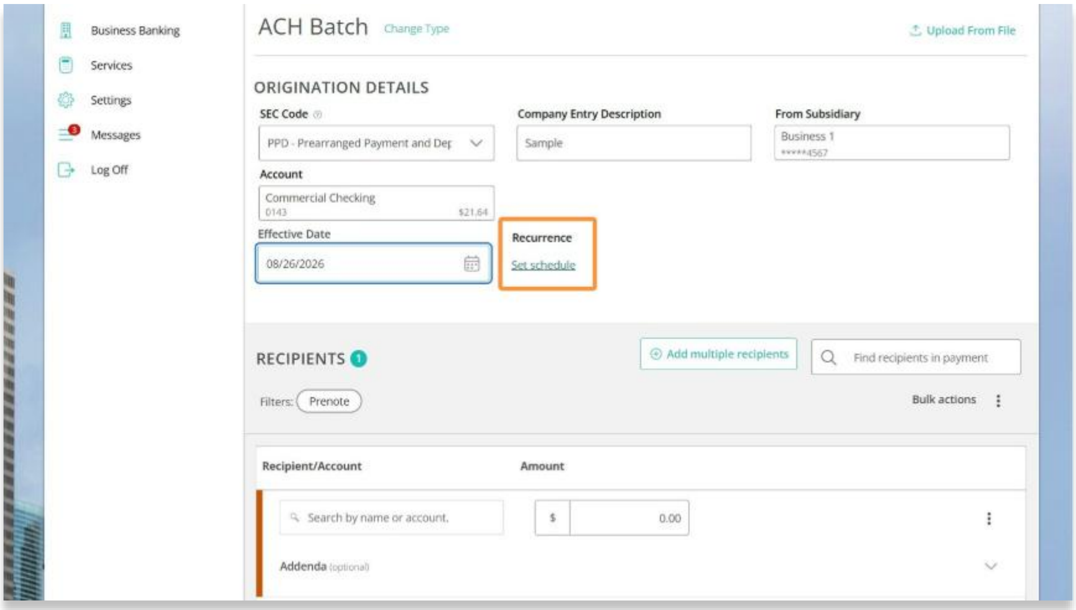
2. Select the corresponding transaction type within the "New Payment" drop-down menu.



3. Select the corresponding "SEC Code". Please note, that if the ACH Payment type being used is Payroll, the batch will automatically be assigned a PPD class code. Enter the "Company Entry Description". Select the corresponding subsidiary in the from or deposit to subsidiary drop-down menu. Select the corresponding off-set account from the drop-down menu for this transaction. Enter the "Effective Date" of the transaction by clicking on the calendar icon and selecting a date.



4. To setup a recurring payment, click the "Set schedule" option.



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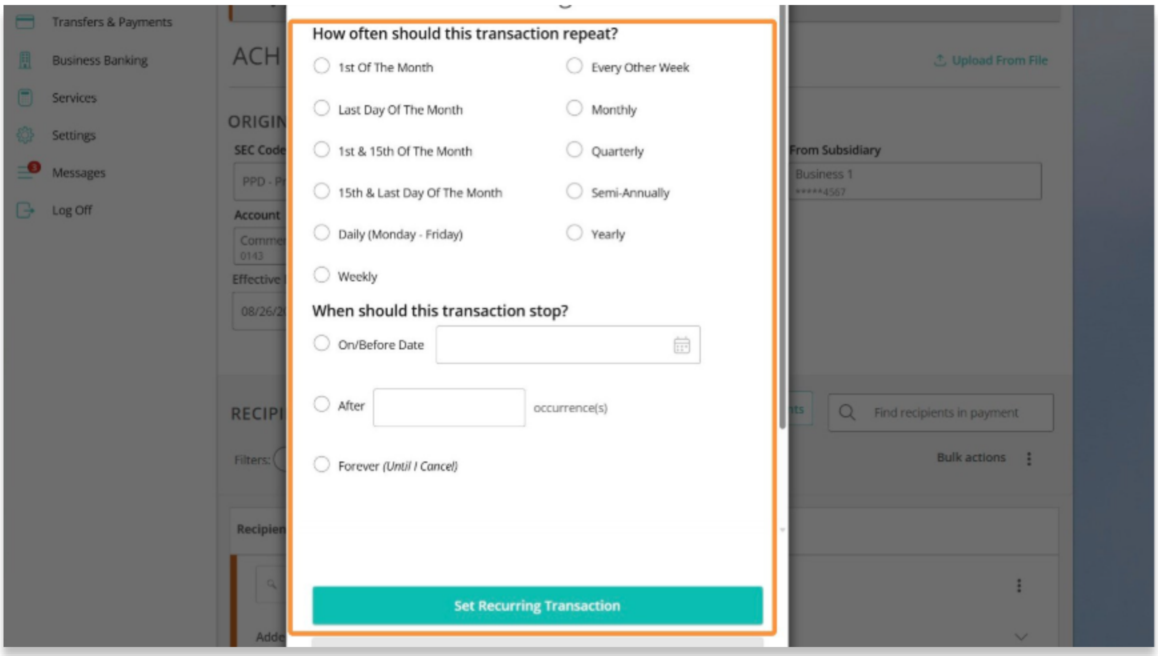
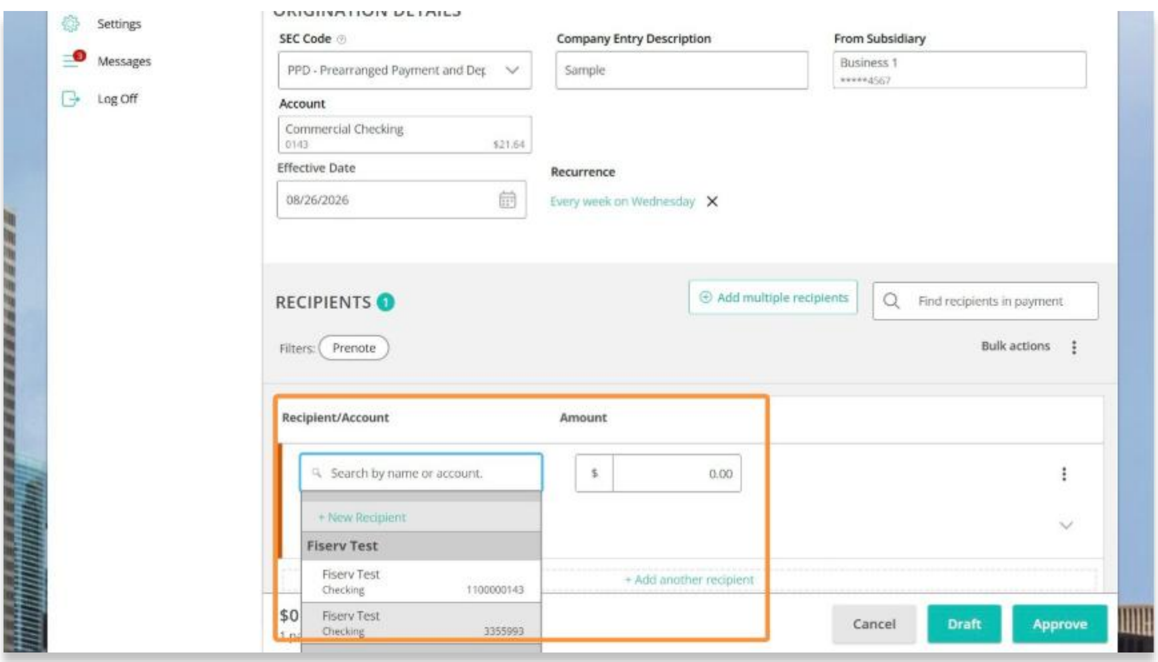
5. Select "How often should this transaction repeat? Designate when the transaction should stop. Either select the "On/Before Date", enter the number of desired occurrences, or select "Forever (Until I Cancel)". Click "Set Recurring Transaction" to finish the recurrence setup process.



6. If the recipient already exists, select the corresponding recipient from the drop-down menu. Enter the desired transaction amount.



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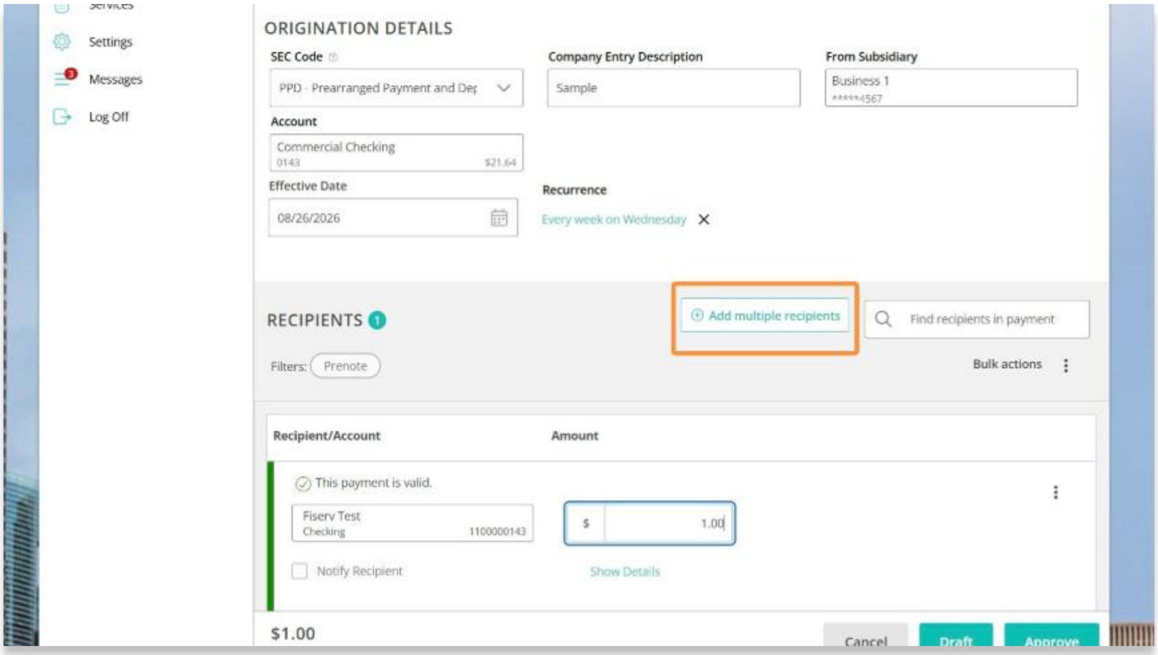
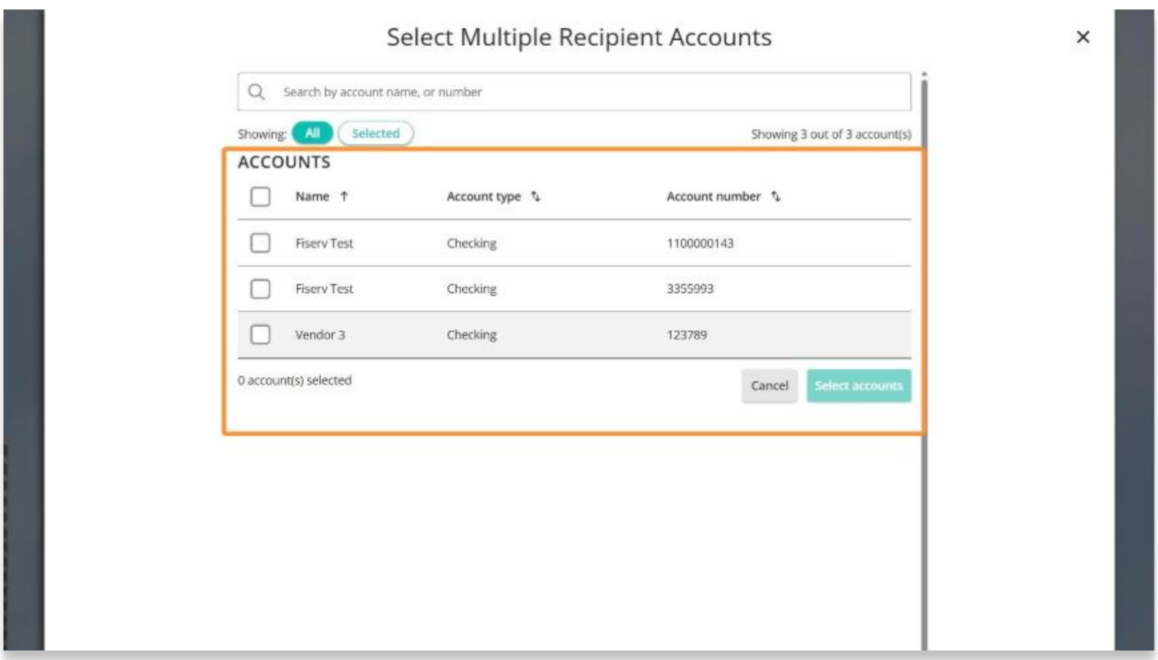
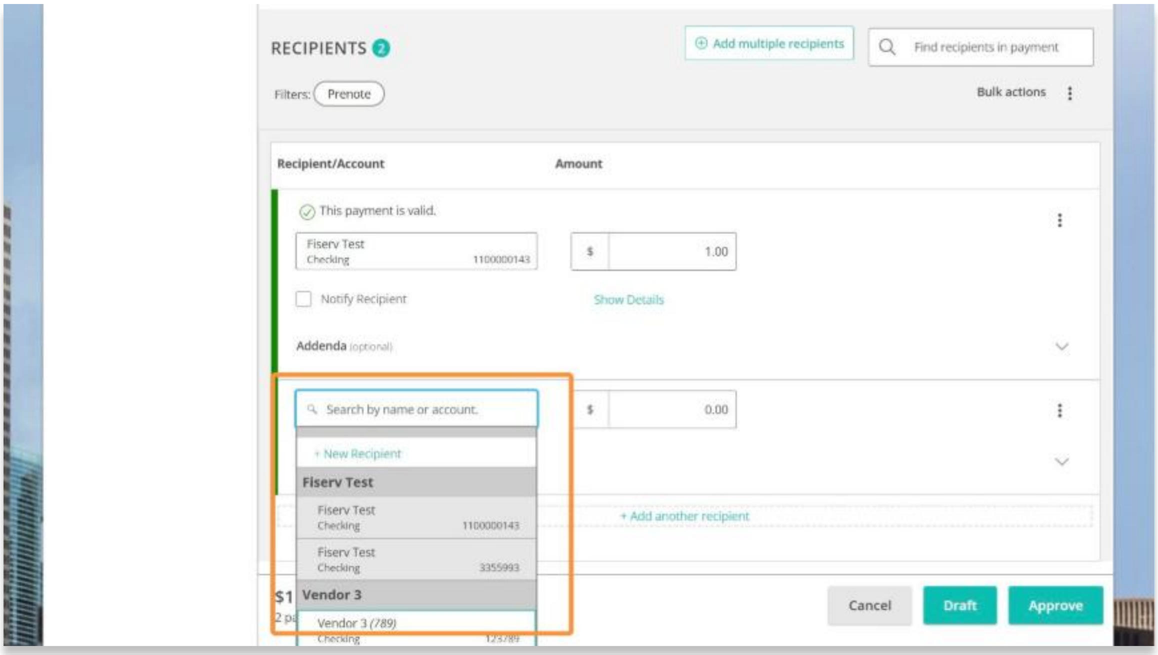
7. To add more than one recipient, click the "Add multiple recipients" link and select the desired recipients.



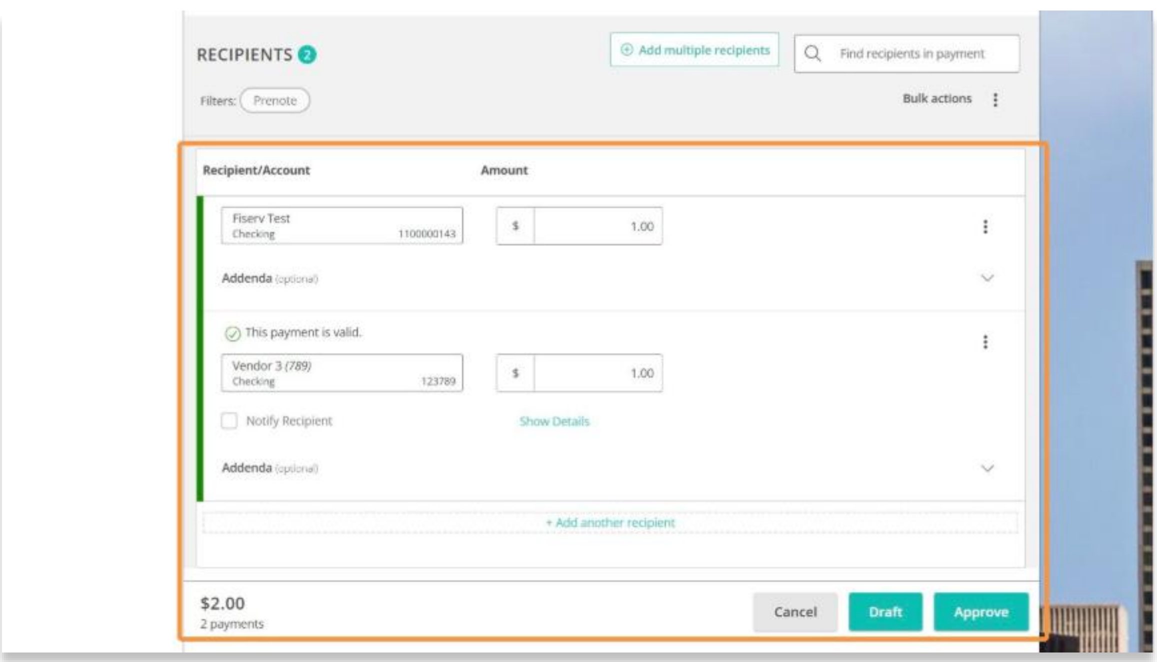
8. Click "Select accounts" when done.



9. If the recipient has not yet been setup, select the "New Recipient" link within the drop-down menu.



10. Review the details on the screen for accuracy and select "Approve" if authorized. Otherwise, select "Draft" to complete the payment.



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