Gulf Capital Bank

Payment Template Creation

Digital banking designed for your success.

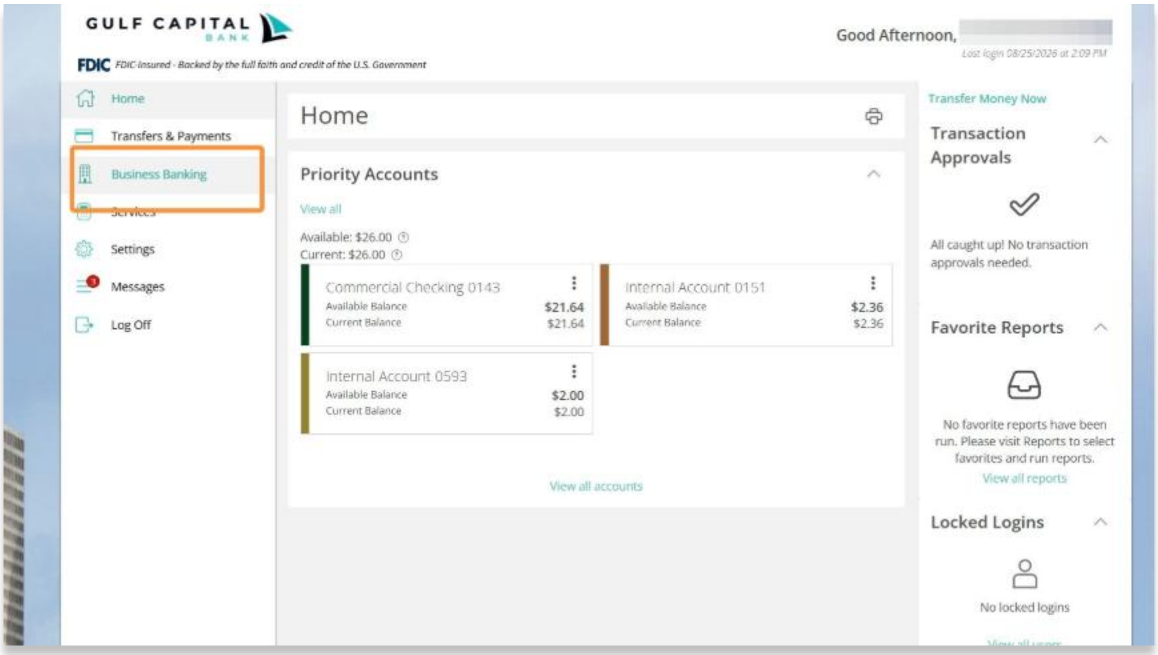
GULF CAPITAL BANK

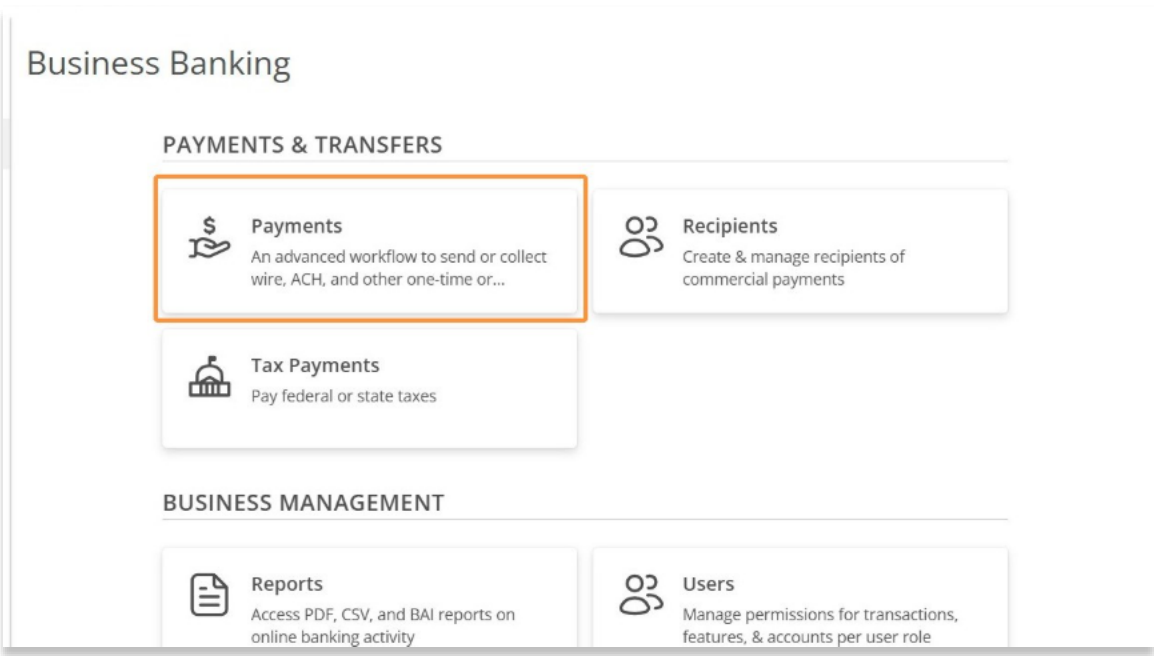
Banking Built For Houston

Payment Template Creation

Learn how to efficiently set up a new ACH template for your business banking needs. This guide walks you through configuring recipient details, selecting user roles, and finalizing your payment settings to streamline future transactions.

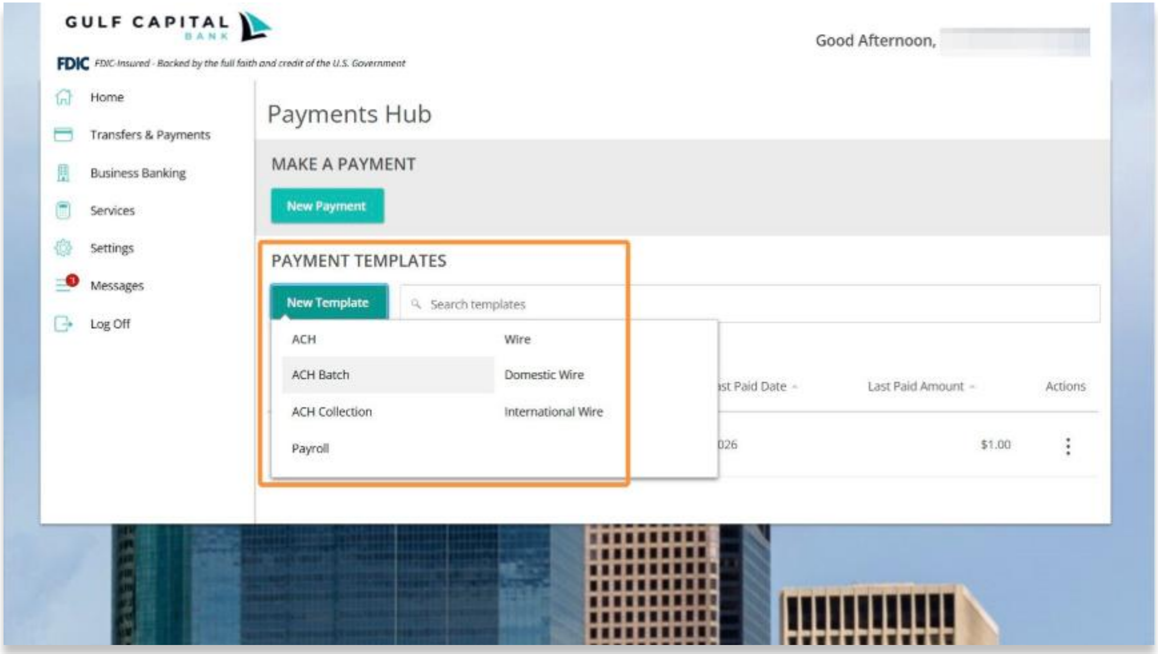
1. Select the "Business Banking" menu and then select "Payments".



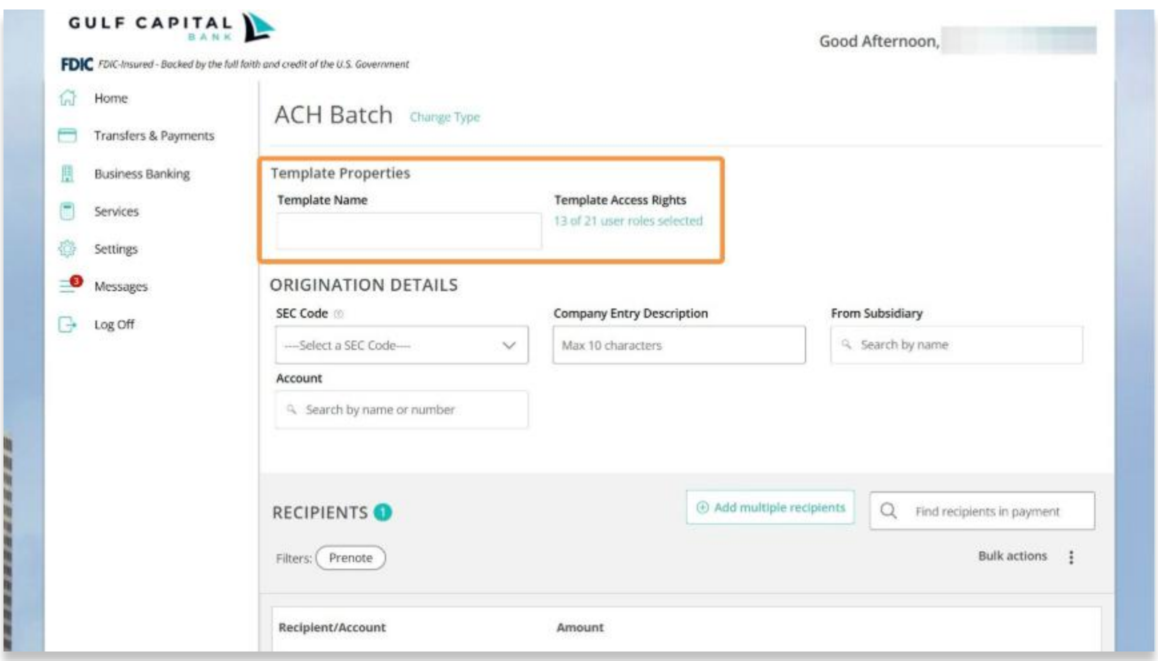


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

2. Select "New Template" and then select your desired transaction type from the drop-down menu.



3. Enter the desired "Template Name". Click the link below "Template Access Rights" to designate the users who should have access to this template.



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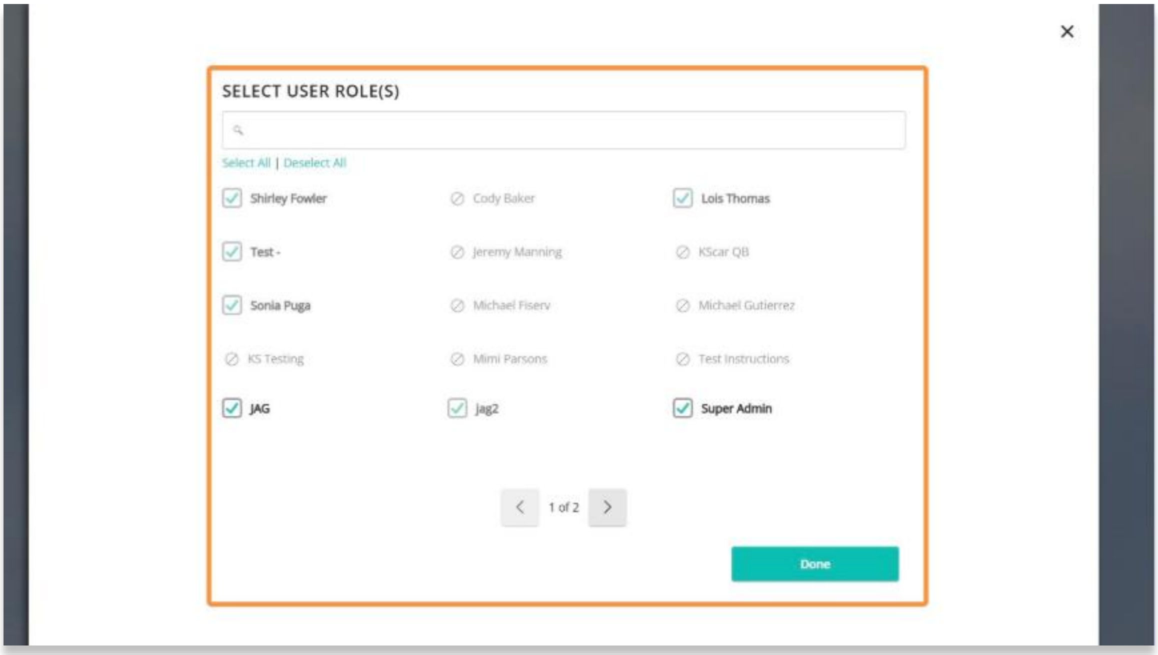
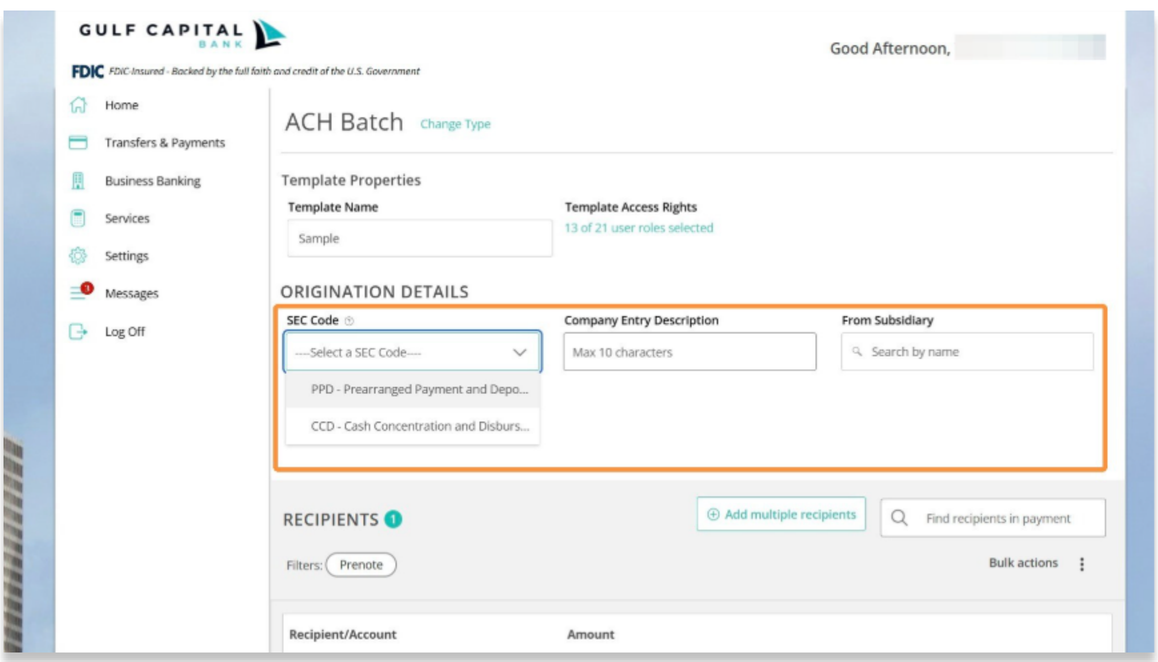
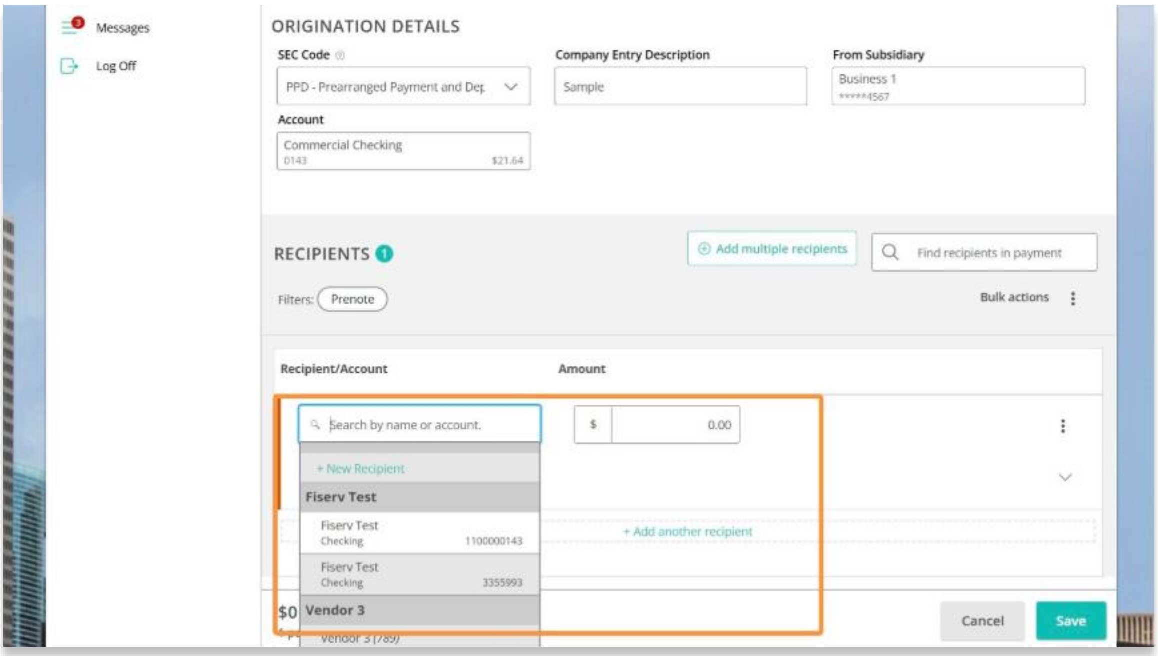


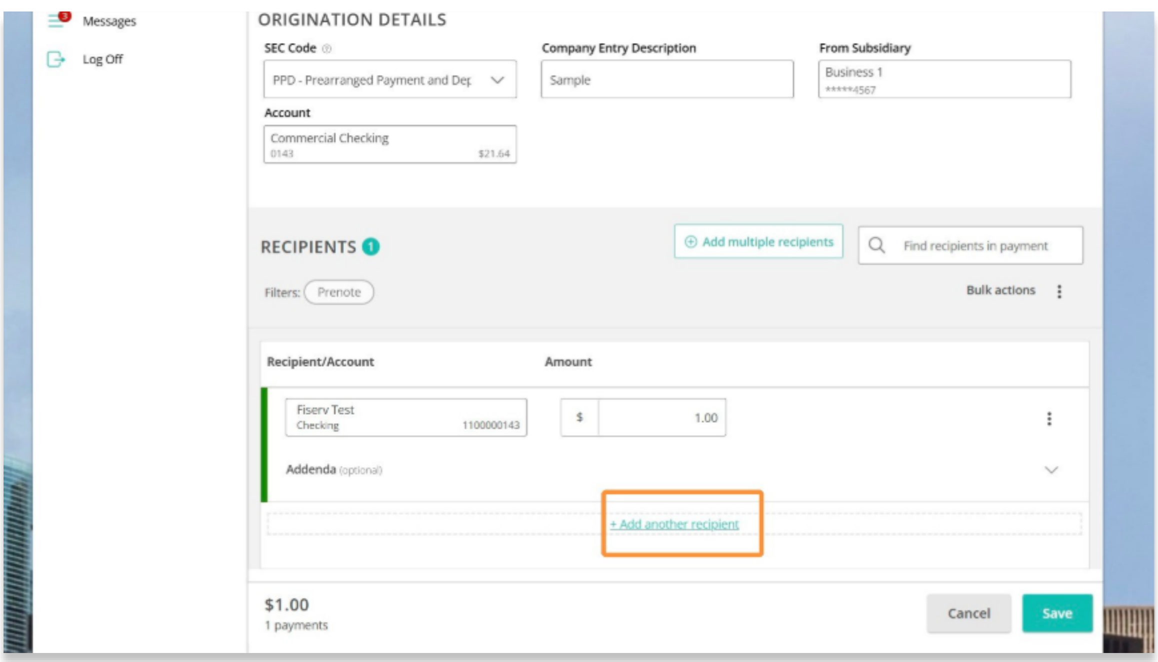
4. Select the corresponding "SEC Code". Please note, if the ACH Payment type being used is Payroll, the batch will automatically be assigned a PPD class code. Enter the "Company Entry Description". Select the corresponding Subsidiary in the from or deposit to drop-down menu. Select the corresponding off-set account from the drop-down menu for this template.



5. Select each recipient to be linked to the template. Enter the dollar amount for each recipient selected. If the dollar amount will be changing from file to file for a recipient, you may leave the dollar amount at zero if desired.



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



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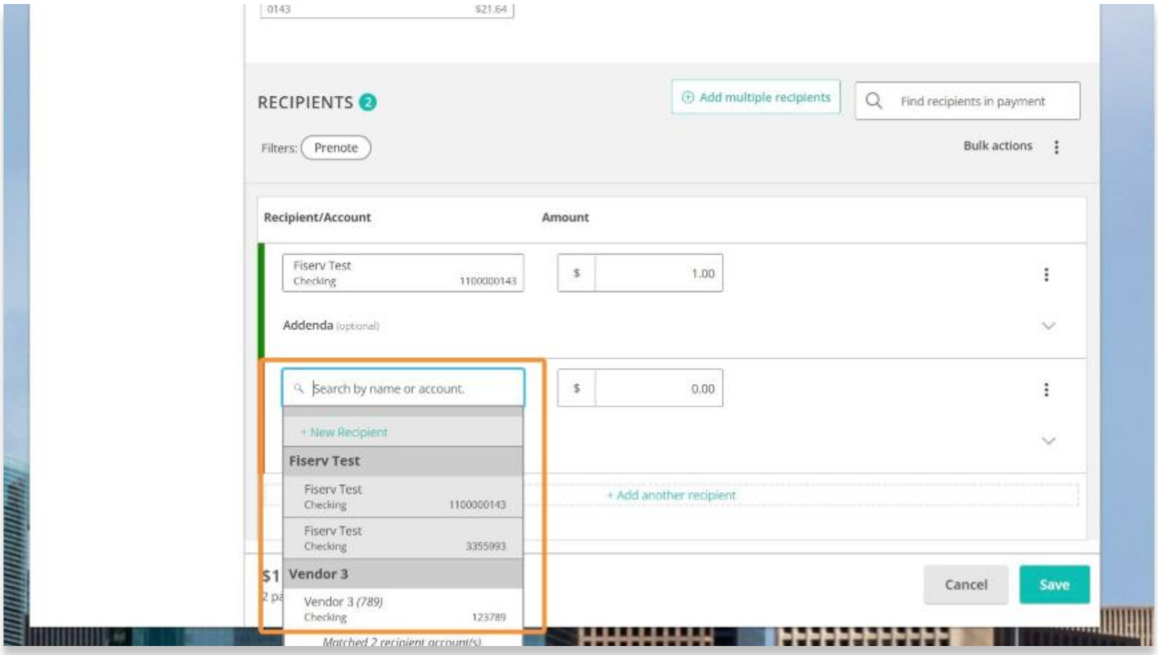
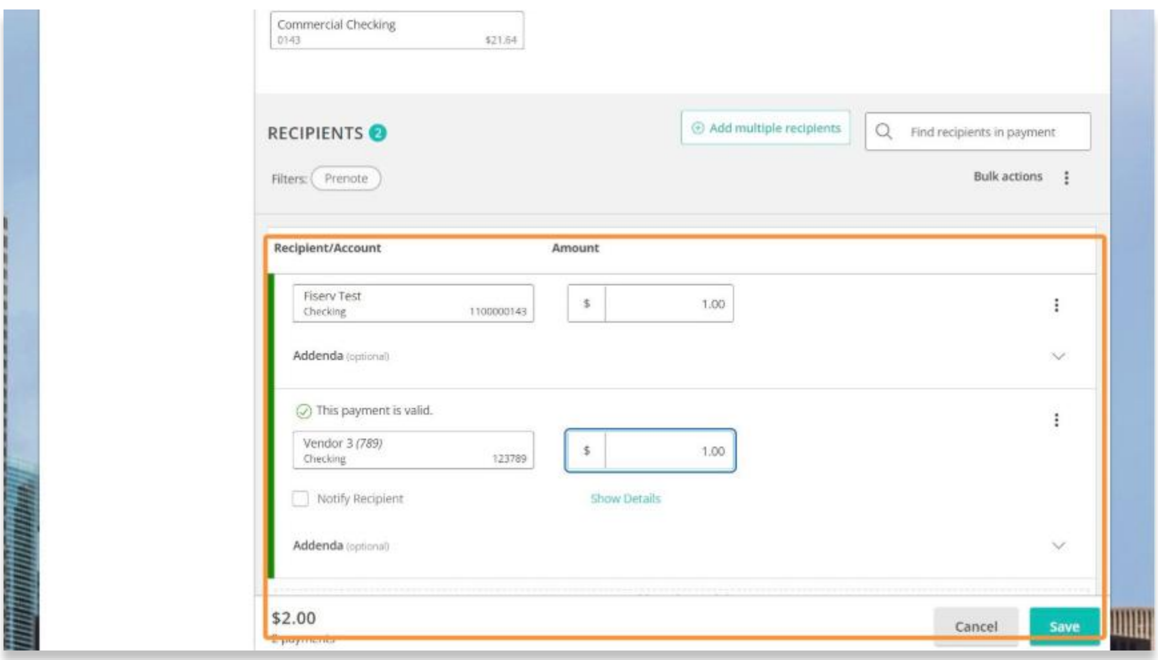
7. If the recipient has not yet been setup, select the "New Recipient" link within the drop-down menu.



8. Review all information on the screen and click "Save" to complete the process.



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