

Gulf Capital Bank

Split Transactions

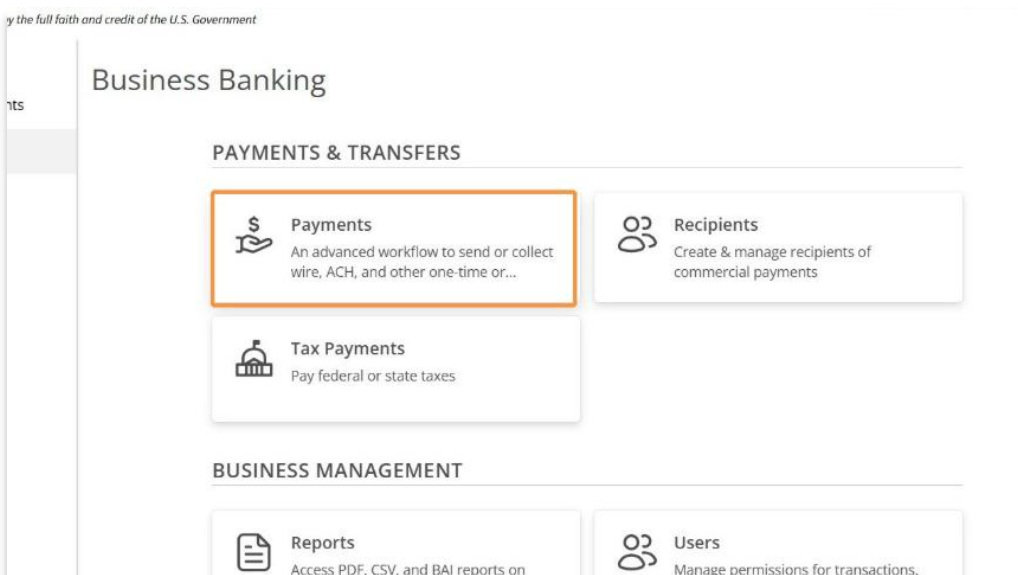
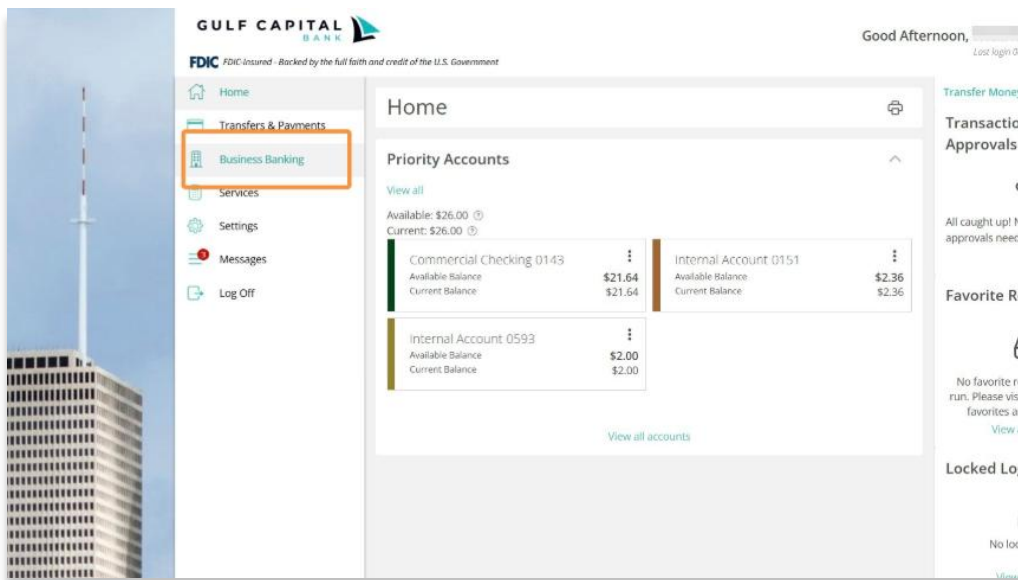
Digital banking designed
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BANK 
Banking Built For Houston



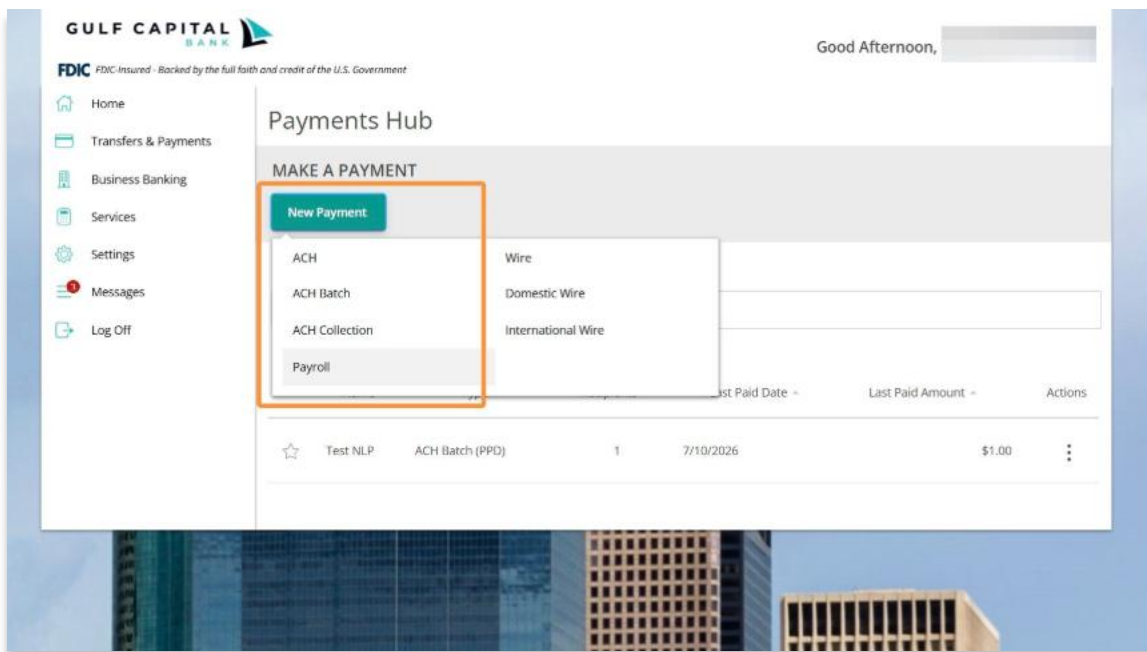
Learn how to efficiently process a payroll payment with a split distribution for your business accounts. This guide provides step-by-step instructions for navigating the online banking portal to ensure your funds are allocated correctly.

1. The Split Transaction option is available for recipients of payroll transactions who have at least two accounts. Select the "Business Banking" menu and then select "Payments".

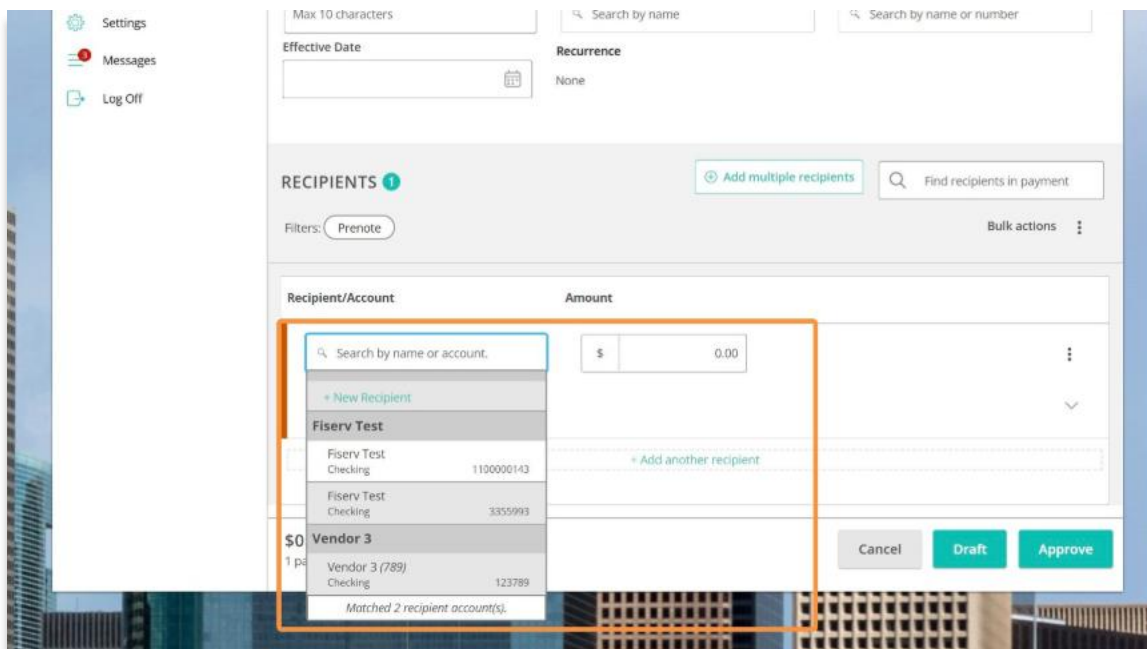


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

2. Click the "New Payment" button and select "Payroll".



3. Select the "Recipient" to be linked to the template or payment from the drop-down menu. Enter the total dollar amount for the payroll transaction.



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- Click the "Show Payments Actions" icon designated by three vertical dots and then select the "Split Payment" option.

The screenshot shows the 'RECIPIENTS' section of the payment interface. A single recipient is listed: 'Fiserv Test Checking' with account number '1100000143' and an amount of '\$ 100.00'. A dropdown menu is open on the right side of the recipient row, with 'Split Payment' highlighted. Other options in the menu include 'Copy', 'Remove', 'Collapse Row', 'Show Details', and 'Notify Recipient'. The total amount at the bottom is '\$100.00' for '1 payments'. Buttons for 'Cancel', 'Draft', and 'Approve' are visible.

- Click the "Search for account" drop-down menu to select the additional account to be deposited into.

The screenshot shows the 'RECIPIENTS' section after a split payment. The total amount is still '\$100.00', but it is now split into '2 payments (1 for \$0.00)'. The first payment is '\$ 0.00' to 'Fiserv Test Checking' (account 1100000143). A dropdown menu is open for this payment, showing a 'Search for account' field and a list of accounts, including 'Fiserv Test Checking' (3355993). The second payment is '\$ 100.00' to the same account. The 'This payment is incomplete' warning is visible. Buttons for 'Cancel', 'Draft', and 'Approve' are visible.

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6. Enter the amount to be deposited into the additional account. Please note the amount to be deposited into the primary account will be calculated for you.

Max 10 characters

Search by name

Search by name or number

Effective Date

Recurrence: None

RECIPIENTS 1

Add multiple recipients

Find recipients in payment

Filters: Prenote

Bulk actions

Recipient/Account	Amount
✓ This payment is valid. Fiserv Test Checking 1100000143	\$100.00
Fiserv Test Checking 3355993	\$ 0.00
Total:	\$ 100.00

☐ Notify Recipient

Show Details

Addenda (optional)

\$100.00
2 payments (1 for \$0.00)

Cancel Draft Approve

7. You may optional select "Notify Recipient" and enter an Addenda if desired.

Max 10 characters

Search by name

Search by name or number

Effective Date

Recurrence: None

RECIPIENTS 1

Add multiple recipients

Find recipients in payment

Filters: Prenote

Bulk actions

Recipient/Account	Amount
✓ This payment is valid. Fiserv Test Checking 1100000143	\$50.00
Fiserv Test Checking 3355993	\$ 50.00
Total:	\$ 100.00

☐ Notify Recipient

Addenda (optional)

\$100.00
2 payments

Cancel Draft Approve

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8. Select "Draft" or "Approve" depending on user entitlement.

The screenshot displays the 'RECIPIENTS' section of a payment interface. At the top, there is a search bar labeled 'Find recipients in payment' and a button 'Add multiple recipients'. Below this, a filter 'Prenote' is selected. The main area shows a table with two recipients, each with a 'Fiserv Test Checking' account and an amount of \$50.00. A 'Total' of \$100.00 is shown. There is a checkbox for 'Notify Recipient' and a 'Show Details' link. At the bottom, there is a summary bar showing '\$100.00' and '2 payments', and three buttons: 'Cancel', 'Draft', and 'Approve'. The 'Draft' and 'Approve' buttons are highlighted with an orange border.

Recipient/Account	Amount
Fiserv Test Checking 1100000143	\$50.00
Fiserv Test Checking 3355993	\$50.00
Total:	\$100.00

Summary: \$100.00, 2 payments

Buttons: Cancel, Draft, Approve

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