Gulf Capital Bank

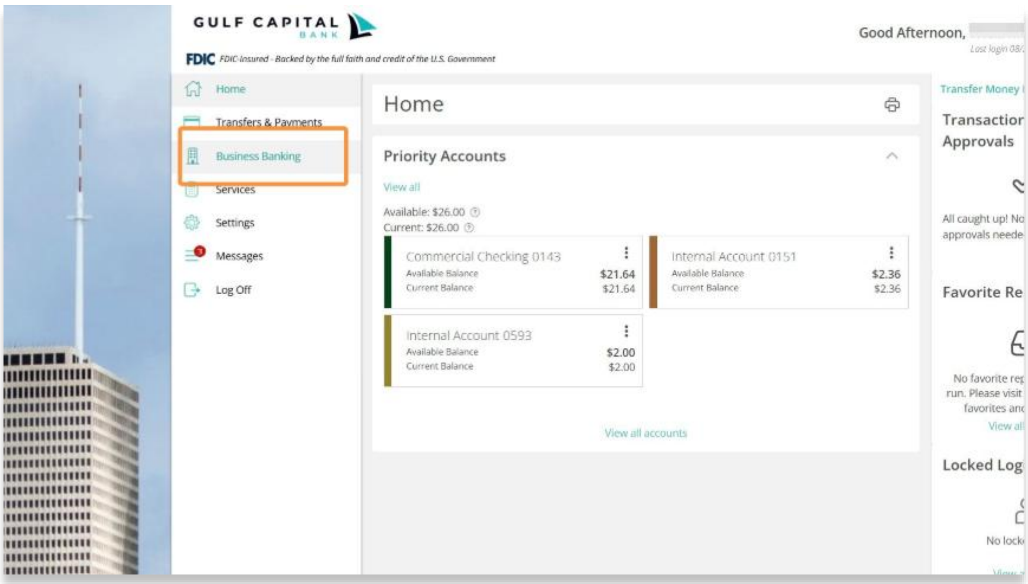
Split Transactions

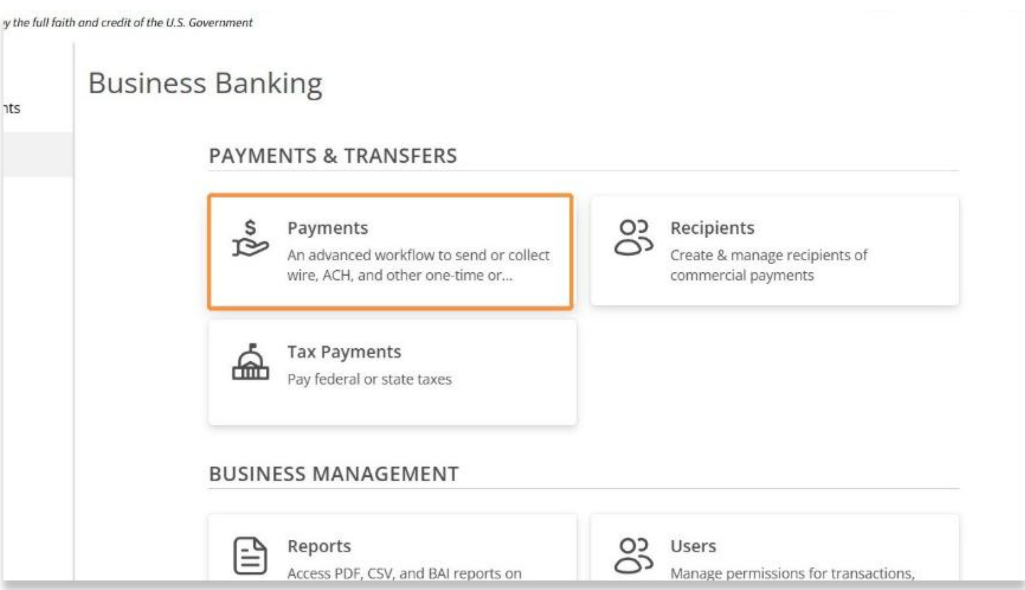
Digital banking designed
for your success.

GULF CAPITAL
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.

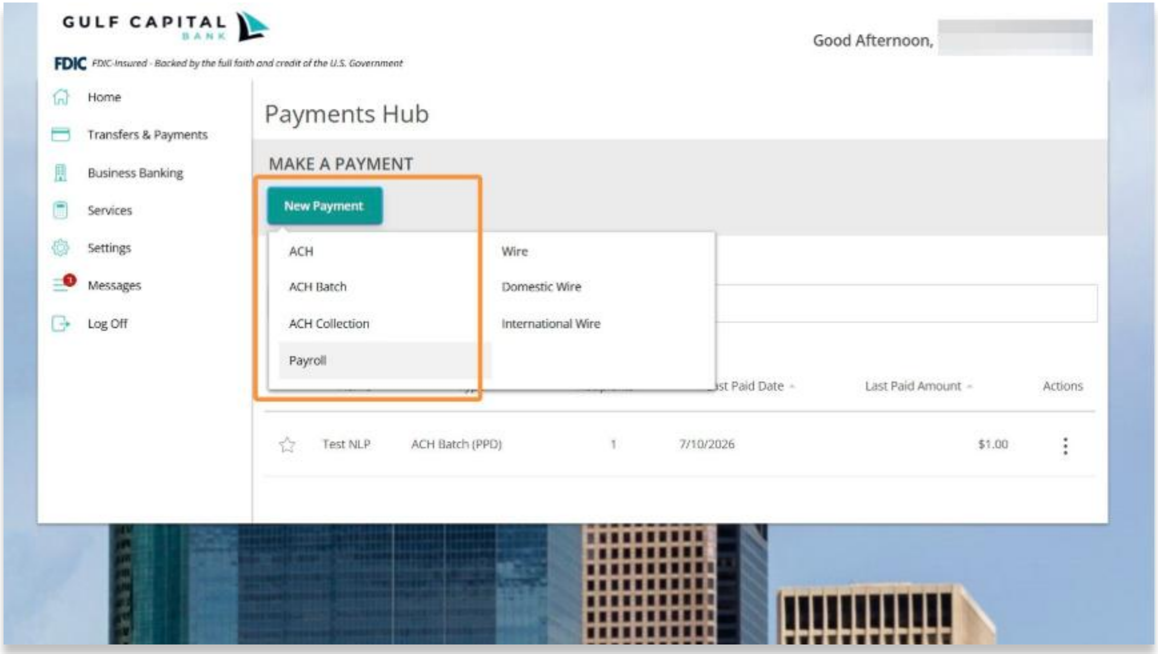
1. The Split Transaction option is available for recipients of payroll transactions who have at least two accounts. Select the "Business Banking" menu and then select "Payments".



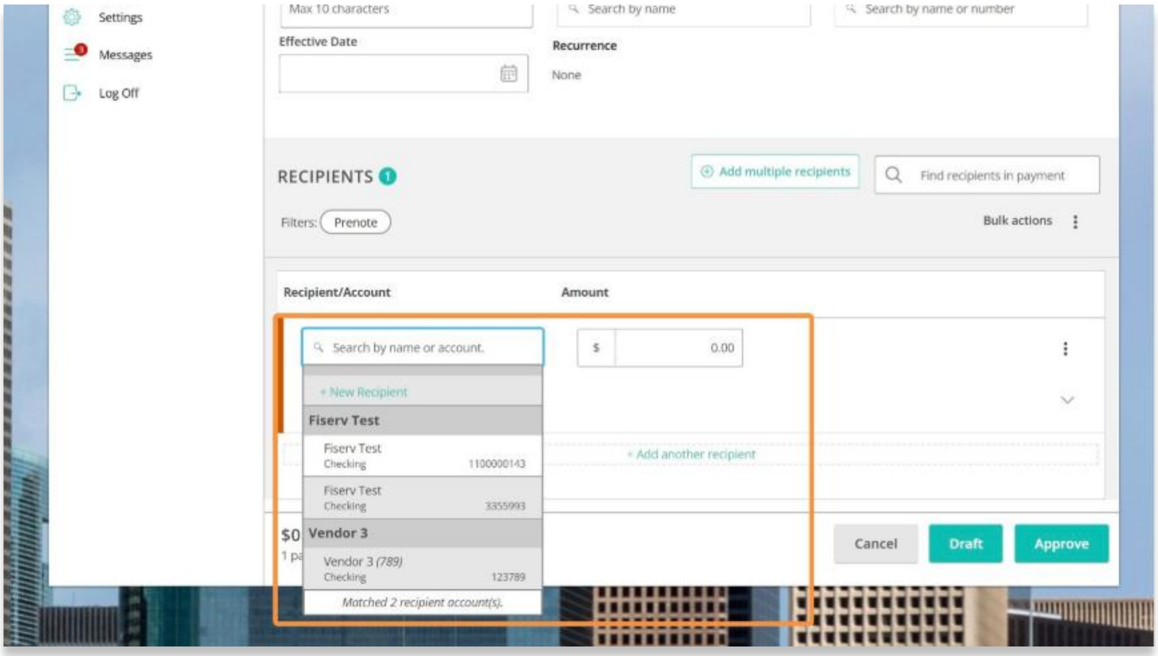


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

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



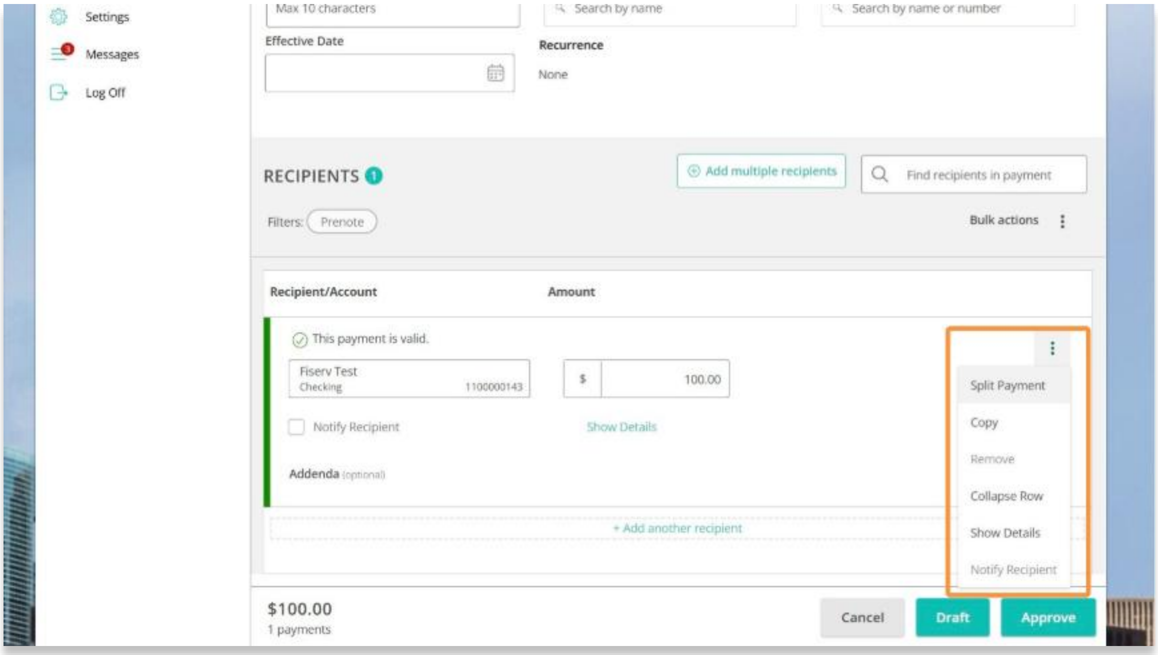
3. Select the "Recipient" to be linked to the template or payment from the drop-down menu. Enter the total dollar amount for the payroll transaction.



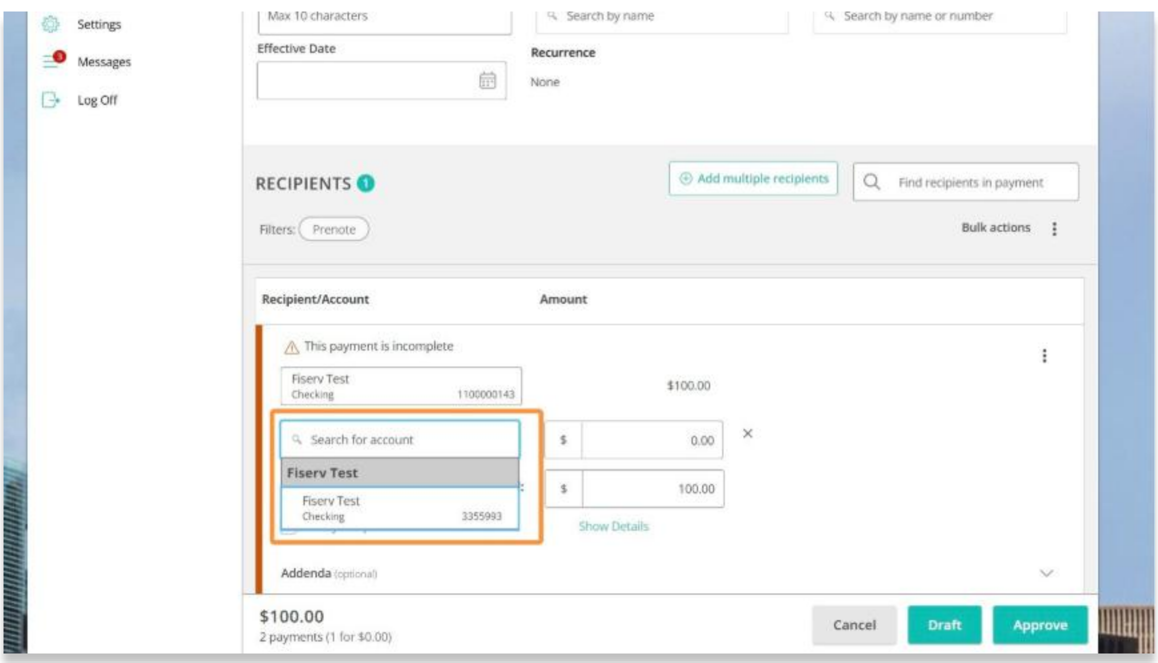
If you need additional assistance, please contact our Client Services Team at (713)999-8875.

GULF CAPITAL BANK

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

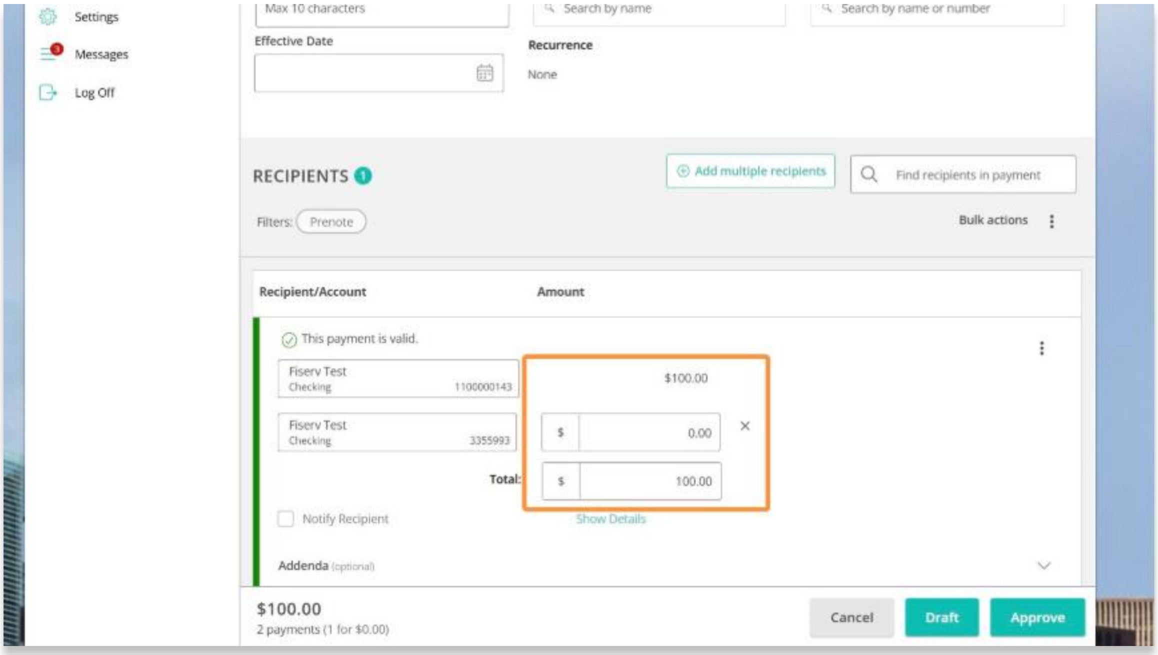


5. **Click the "Search for account" drop-down menu to select the additional account to be deposited into.**

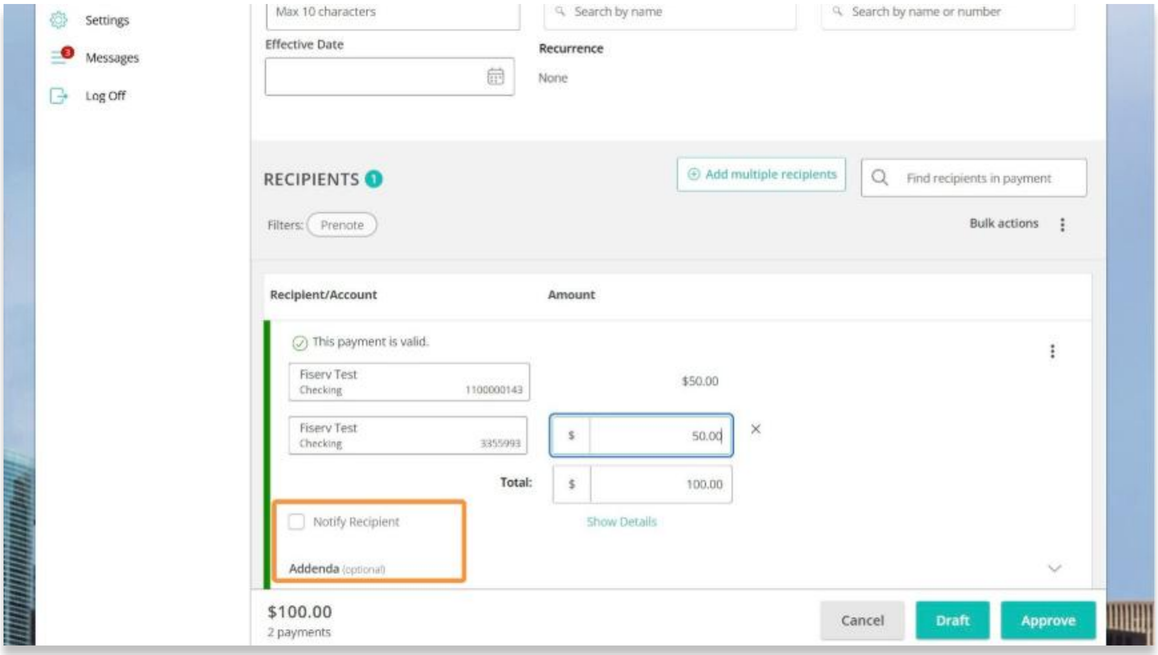


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

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.

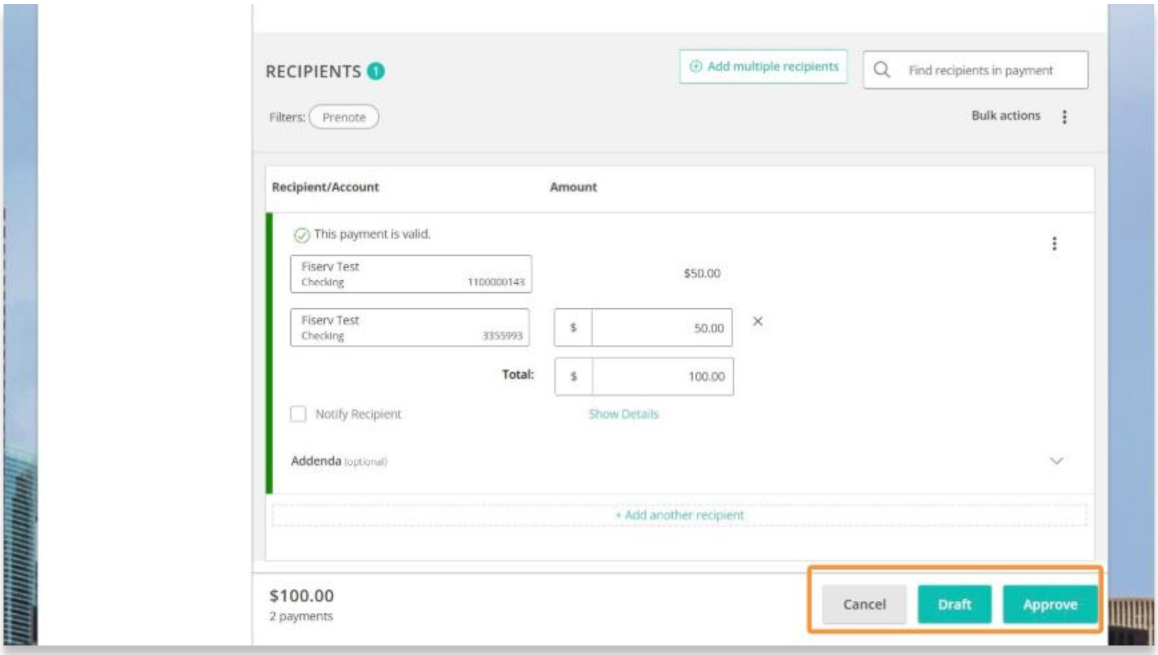


7. You may optional select "Notify Recipient" and enter an Addenda if desired.



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

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



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