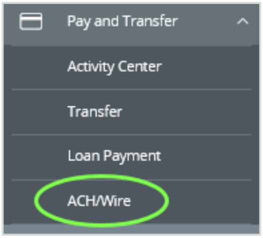
ACH Origination

Business Online Banking Brought to You by *myTrustmark® Business*

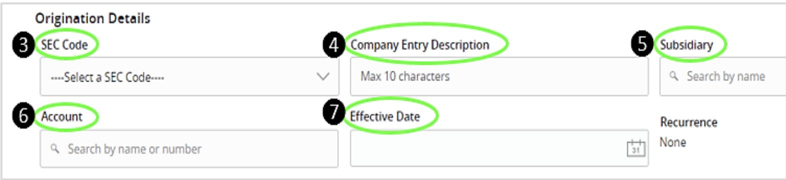
Process Workflow

1. Under the Pay and Transfer tab, select ***ACH/Wire***.

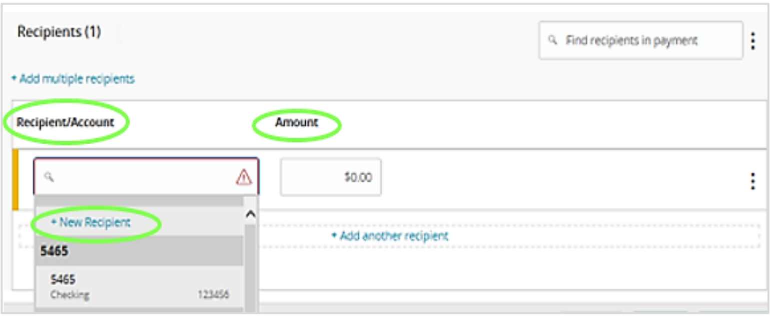


2. Select **New Payment** and the corresponding transaction type from the drop-down menu:
   - ACH Collection
   - ACH Payments
   - Payroll
   - Payment from File

3. Select the ***SEC Code*** (not for payroll.)
4. Enter the ***Company Entry Description*** (optional.)
5. Choose the ***Subsidiary*** from which the payment will be sent.
6. Select the ***corresponding offset account*** for this transaction.
7. Enter the ***Effective Date*** of the transaction.



8. If the recipient is already setup, select the **corresponding recipient** from the list and enter the **dollar amount.**
9. If the recipient has not been setup, select ***+New Recipient.*** (See Recipient Management Guide.)



10. Review the details on the screen and the Payment totals within the Footer for accuracy and select ***Approve***. If changes are needed, select ***Cancel***. You will receive an access code to your established method of delivery via text or voice call.

NOTES: Select ***Draft*** if another user in the company must approve the transaction.

Cutoff time is 3:30 pm CST, Monday – Friday. Transactions entered after 3:30 pm are processed the following business day.