#### **Recipient Management**

NOTE: A 'Recipient' is an individual or company which ជា Home Accounts 🧷 Current: \$-879.17 ⑦ is either debited or credited via ACH or Wire. Messages Available: \$-879.17 ③ 0 ~ 1. Select 'Commercial' and then select 'Recipients'. Savings Current Balance Account Numbe Anchor Checking \$40.52 \$41.10 rent Balance ount Numbe Payments Checking Checking Recipients \$-960.79 \$0.00 Current Baland Account Numb Subsidiaries Savings ACH Pass-Thru \$0.00 Tax Payment

Recipient Management

Number of Accounts +

1 account(s)

Email Address

۹ Search

Display Name

Sample Recipient

#### Add Recipient

1. Select 'Add Recipient' on the right side of the screen.

- 2. Enter 'Display Name', 'ACH Name' and 'Wire Name'. These can be the same.
- 3. Optional: Enter ACH ID which is the Recipient ID.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Camden National Bank. The email message does not contain confidential information.

- 4. Address fields on the bottom half of the screen are the recipient's address. This is required for Wire Transfers.
- 5. Select 'Next' to add a recipient account.

Add Sample Re	cipient			
Recipient Detail				
Display Name *				
Sample Recipient				
ACH Name		Wire Name		
Sample ACH Name		Sample Wire Name		
ACH ID				
123456789				
mail Address *				
sample@company.com				
Send email notifications				
Country				
United States		•		
Address 1 *				
1234 Main Street				
Address 2				
City *	State *	ZIP *		
Camden	Maine	▼ 03901		

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Add Recipie

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#### Questions? We can help! Phone: 866-265-9195 Email: TreasuryManagement@CamdenNational.com

Recipient Management

- 6. 'Payment Types Allowed' designates what transaction type(s) the account is eligible for.
  - 'ACH Only' will display only fields corresponding with ACH. Enter the recipient's account type, account number and ACH routing number.

**NOTE:** By entering the Financial Institution name, the ACH Routing Number will pre-populate.

 Wire Only' will display only fields corresponding with Wires. Enter the recipient's account number, Wire Routing Number and address information.

Recipient Detail	Checking - New		
Devenent Turses Allowed		÷	Permerue this ease
Payment Types Allowed		Li li	Kemove this acco
<ul> <li>ACH Only</li> <li>Wire Only</li> </ul>			
ACH and Wire			
Recipient Account Detail			
Account Type *	Account *	Financial Institution	(FI)
Checking	▼ 12345	CAMDEN NATIONAL CAMDEN, ME	BANK
ACH Routing Number *		Wire ABA: 011201458 ACH ABA: 011201458	
011201458			
* - Indicates required field		Cancel Save Recipient	Add another accor
indicates required new		cancer bure necipient	ridd difother deco
Add Sample Rec Recipient Detail	Cipient Checking - New		
Add Sample Rev Recipient Detail	Cipient Checking - New	÷	Remove this acco
Add Sample Rev Recipient Detail	Checking - New Beneficiary Type	8	Remove this acco
Add Sample Rev Recipient Detail Payment Types Allowed ACH Only Wire Only	Cipient Checking - New Beneficiary Type	8	Remove this acco
Add Sample Red Recipient Detail Payment Types Allowed ACH Only ACH and Wire	Checking - New Beneficiary Type Domestic International	8	Remove this acco
Add Sample Rei Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail	Checking - New Beneficiary Type	Î	Remove this acco
Add Sample Re- Recipient Detail Payment Types Allowed ACH Only ACH Only ACH and Wire Recipient Account Detail Account *	Checking - New Beneficiary Type Domestic International Binancial Institution (F		Remove this acco
Add Sample Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail Account * 12245	Checking - New Beneficiary Type Domestic International Financial Institution (F	ank	Remove this acco
Add Sample Rec Recipient Detail Payment Types Allowed ACH Only WITE Only ACH and Wire Recipient Account Detail Account * 12345	Checking - New Beneficiary Type Domestic International Financial Institution (F CAMPEN MATIONAL E CAMP	ANK	Remove this accc
Add Sample Rec Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail Account * 12345 Beneficiary Bank	Checking - New Beneficiary Type Domestic International Financial Institution (F CAMDEN MATIONAL E CANDEN MA Wire A&R on 1201438 ACM ABA, 011201438	ANK	Remove this accc
Add Sample Rec Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail Account * 12345 Beneficiary Bank Name *	Checking - New Beneficiary Type Domestic International Financial Institution (F CAMDEN ME Wire ABA OF 1201438 ACH ABA: 011201438 ACH ABA: 011201438 Country Country	ANK Wire Routing Number	Remove this accc
Add Sample Rec Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail Account * 12345 Beneficiary Bank Name * CAMDEN NATIONAL BANK	Checking - New Beneficiary Type Domestic International Financial Institution (F CAMDEN ME Writ Ask or 1201438 Acri Ask or 1201438 Country United States	ANK Tre Routing Number Tr 011201458	Remove this acco
Add Sample Rec Recipient Detail Payment Types Allowed ACH Only WIFe Only ACH and Wire Recipient Account Detail Account * 12345 Beneficiary Bank Name * CAMDEN NATIONAL BANK Address 1 *	Checking - New  Checking - New  Beneficiary Type  Domestic  International  Financial Institution (F CAMPEN MATIONAL E Wide Ask Of 1201458 AcH ABK Of 1201458  Country United States Address 2	ANK VITR Routing Number v 011201458 City *	Remove this acco
Add Sample Rev Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail Account * 12345 Beneficiary Bank Name * CAMDEN NATIONAL BANK Address 1 * 2 ELM ST	Checking - New	ANK VIRe Routing Number v 011201458 City* CAMDEN	Remove this acco
Add Sample Rev Recipient Detail Payment Types Allowed ACH Only Wire Only ACH and Wire Recipient Account Detail Account * 12345 Beneficiary Bank Name * CAMDEN NATIONAL BANK Address 1 * 2 ELM ST State *	Checking - New  Checking - New  Beneficiary Type  Domestic  Financial Institution (F CAMPEN, INTENALE CAMPEN	ANK VITR Routing Number v 011201458 City* CAMDEN	Remove this acco

- c. 'ACH and Wire' will display only fields corresponding with both ACH and Wires.
   Complete the fields for both ACH and Wires in accordance to steps 6a and 6b.
- Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

#### International Recipient

- Select the 'Wire Only' under 'Payment Types Allowed'
- 2. Select 'International' under 'Beneficiary Type'.
- Select 'SWIFT/BIC' under 'International Account Type'.
- 4. Enter the account number under the 'Account Detail' heading.

# **NOTE:** The 'Financial Institution (FI)' field is for Domestic Wires only if applicable.

- 5. Enter the Beneficiary financial institution's name and country.
- 6. Enter the Beneficiary financial institution's IBAN or SWIFT/BIC code.
- Enter the Receiving Bank's information if applicable.
- 8. Enter the Intermediary financial institution's information.

	<u>U</u>		
Payment Types Allowed ACH Only Wire Only ACH and Wire	Beneficia ® Dom © Inter	iry Type estic national	Remove this account
Recipient Account Detail			
Account Type *		Account *	Financial Institution (FI)
Checking	•	2002812709	Search by name or routing number
ACH Routing Number *			
111900659			
Repeficiary Bank			
Name *		Country	Wire Routing Number *
		United States 🛛 🔻	
Address 1 *		Address 2	City *
itate *		Postal Code *	
Select State	•		
ntermediary Bank			
lame		Country	Wire Routing Number
		United States 🛛 🔻	
Address 1		Address 2	City
itate		Postal Code	
Select State	•		
* - Indicates required field		Cancel	Save Recipient Add another account

Add Sample Red	pient		
Recipient Detail	Checking - New		
Payment Types Allowed ACH Only Wire Only ACH and Wire	Beneficiary Type International Account O Domestic O IBAN International SWIFT/BIC IBAN & SWIFT/BIC		unt Type 📋 Remove this account
Recipient Account Detail			
Account *			
12345			
Beneficiary Bank			
Name *	Country *		SWIFT/BIC *
Bank of Montreal	Canada		▼ BOFMCAM3
Address 1 *	Address 2 *		Address 3
100 King St W	21st Fir Firs	st Canadian Place	Toronto ON M5X 1A1
Intermediary Bank			
Name	Country		Wire Routing Number
	United Sta	ites	•
Address 1	Address 2		City
State	Postal Code		
Select State	•		
* - Indicates required field		Cancel	Save Recipient Add another account

 Select 'Add another account' to add an additional account or select 'Save Recipient' to complete the setup.

**NOTE:** Once the domestic or international recipient has been successfully setup, it will be listed on the Recipient Management page.

Recipient Management		:= :::
۹ Search	Sort by -	Add Recipient
Sample Recipient		
2 account(s)		
ÎII - 12		