

Subsidiary Management

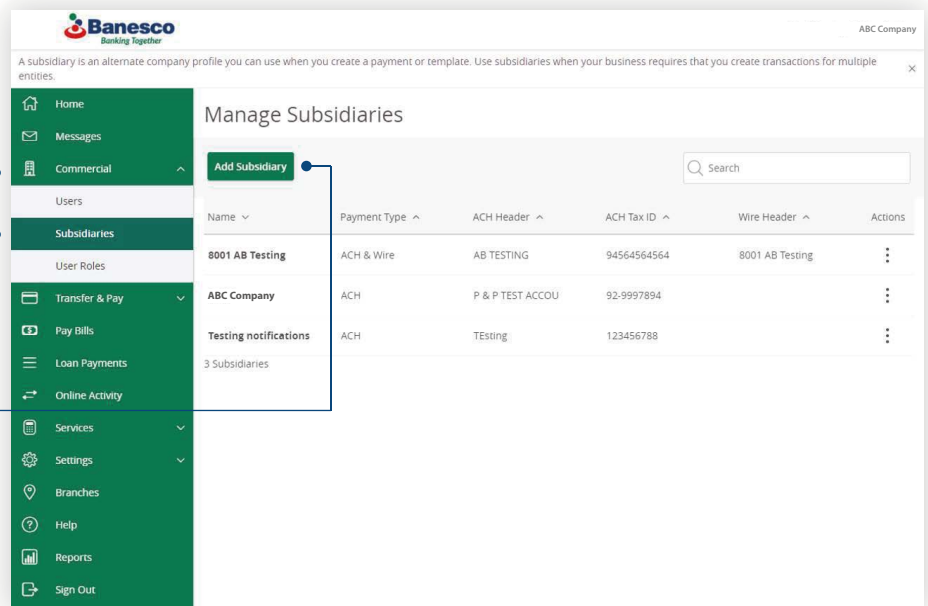
Add a Subsidiary

Sign in to online banking

1. Choose Commercial

> Subsidiaries.

2. Choose Add Subsidiary.

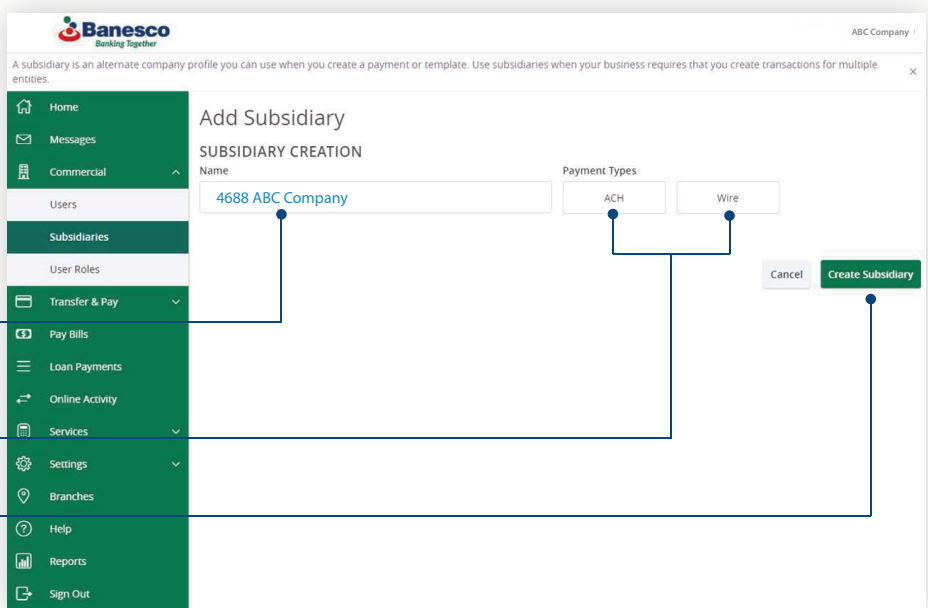


3. Enter a name for the Subsidiary, beginning with the last four digits of the account number for the Subsidiary ACH Header must be all in caps.

For example: 4688 ABC Company
You will see this name in the drop-down menu when processing a transaction. Your recipient will also see this name.

4. Choose how you want to send payments: ACH, Wire or both.

5. Choose Create Subsidiary.



Set up a Subsidiary for Payments by ACH and Wire with the same Tax ID as Profile (main company)
Set up a Subsidiary for Payments by ACH and Wire with a different Tax ID from Profile (main company)

1. Enter a unique name in the ACH Header field. Two ACH headers with the same name are not permitted.
The ACH header must:
 - Not exceed 16 characters.
 - Spaces are counted as characters.
 - Be typed using all capital letters.
 - Include the last 4 digits of the account number. For example: 4688 ABC COMPANY.

2. Enter the Tax ID for the Subsidiary with no spaces.
If the Tax ID is the same as the profile company, add a "1" before the Tax ID with no spaces.

For example: If the Tax ID is 512345678, enter 1512345678 in the field.

If adding a second Subsidiary, add a "2" before the Tax ID and so on.

If the Tax ID for the Subsidiary is different from the Tax ID of the profile company, add a number 9 before the Tax ID.

For example: If the Tax ID is 512345678, enter 9512345678 in the field.

3. Enter a name in the Wire Header field.
The name must not exceed 35 characters.

4. Complete the address fields for the Subsidiary.

5. Choose Create Subsidiary.

The screenshot shows the 'Add Subsidiary' form in the Banesco system. The form is titled 'SUBSIDIARY CREATION' and includes a sidebar menu on the left with options like Home, Messages, Commercial, Users, Subsidiaries, User Roles, Transfer & Pay, Pay Bills, Loan Payments, Online Activity, Services, Settings, Branches, Help, Reports, and Sign Out. The main form area contains the following fields and sections:

- Name:** 4688 ABC Company
- Payment Types:** ACH (selected), Wire
- ACH & WIRE:** ACH Information
- ACH Header:** 4688 ABC COMPANY
- Tax ID:** 152345678 or 952345678
- Wire Information:** Wire Header: ABC Company
- ACH/Wire Address:** Country: United States, Address 1: 123 Any Street, Address 2 (optional):, City: Miami, State: FL, Postal Code: 33101
- Buttons:** Cancel, Create Subsidiary

Annotations with blue lines connect the instructions to the corresponding fields in the form:

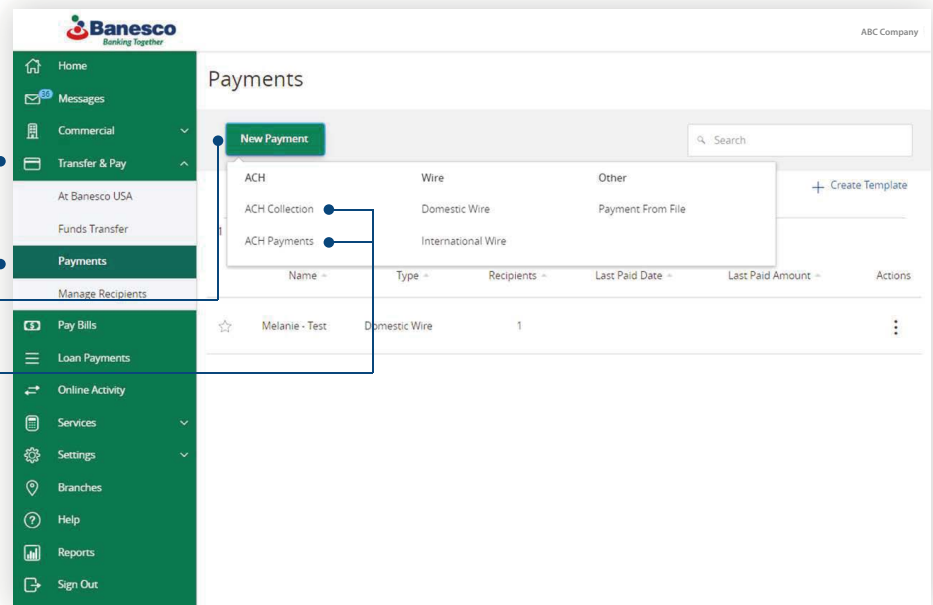
- Annotation 1 points to the 'ACH Header' field.
- Annotation 2 points to the 'Tax ID' field.
- Annotation 3 points to the 'Wire Header' field.
- Annotation 4 points to the 'Address 1' field.
- Annotation 5 points to the 'Create Subsidiary' button.

Make a Payment or Issue a Collection by ACH

1. Choose Transfer & Pay
> Payments.

2. Choose New Payment.

3. Choose ACH Collection or
ACH Payments.



4. Choose SEC Code. CCD is to
send a payment to a business
account. PPD is to send a
payment to a personal
account, such as payroll.

5. Choose the Subsidiary to
make the payment. The first
four digits must match the
last 4 digits of the Subsidiary's
account number.

6. Choose the account to use to
make the payment.

7. Choose the date on which
you'd like the recipient to
receive the funds.

8. (Optional) Choose
"Set schedule" to schedule
payments in advance.

9. Choose the recipient and enter
the amount. If sending to a
recipient for the first time, choose
"Add another recipient". You will
need the ABA number for their
bank, their account number and
physical address.

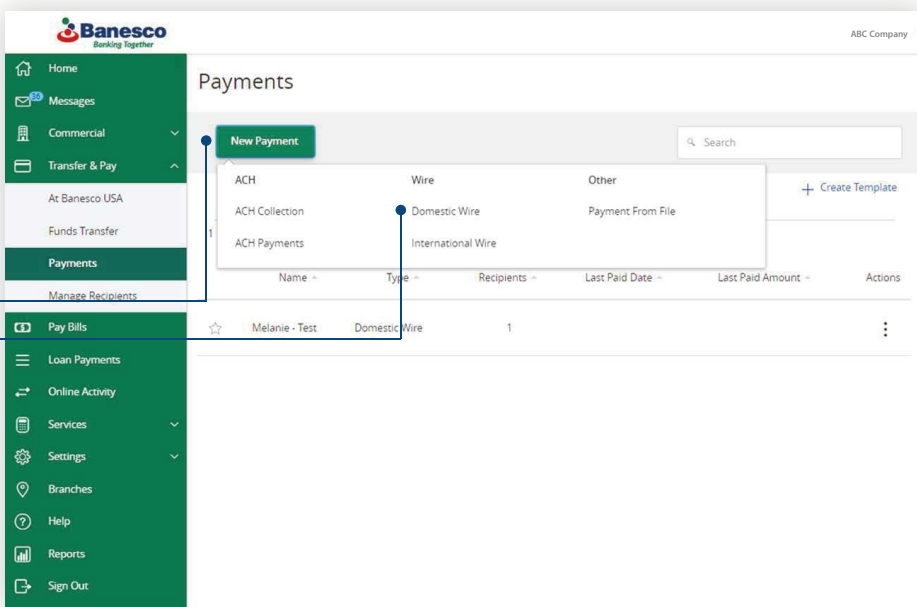
10. Choose Approve.

Make a Payment by Wire to a U.S. Domestic Recipient

1. Choose Transfer & Pay
> Payments.

2. Choose New Payment.

3. Choose Domestic Wire.



4. Choose the Subsidiary to make the transfer. The first four digits must match the last 4 digits of the Subsidiary's account number.

5. Choose the account to use to make the transfer. The account number must match the first 4 digits of the Subsidiary's account number.

6. Choose the date on which you'd like to process the transfer.

7. (Optional) Choose "Set schedule" to schedule transfers in advance.

8. Choose the recipient and enter the amount.

9. Choose Approve.

For assistance, please contact your Treasury Management Specialist at TM@banescousa.com.