1. Select the 'Transfers & Payments' menu and then select 'Commercial Payments'.

   NOTE: The 'Split Payments' option is only available for Payroll transactions.

2. Three options are available.

   a. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

   b. Click 'New Template' and select the 'Payroll' option to create a new payroll template.

Questions? We're here to help. eBanking@sccountybank.com. 831.457.5000 option 1

1
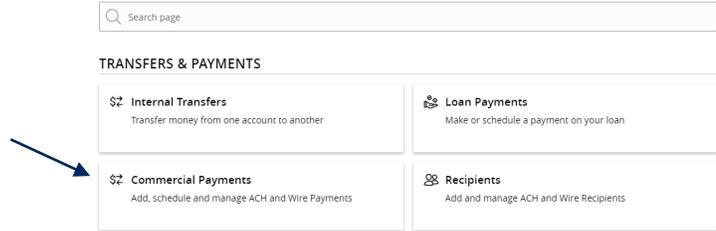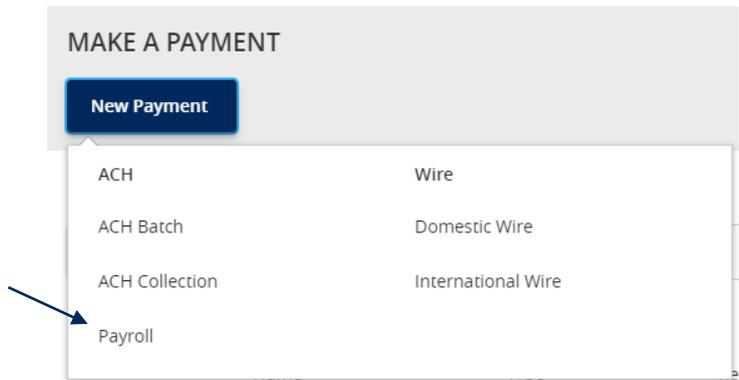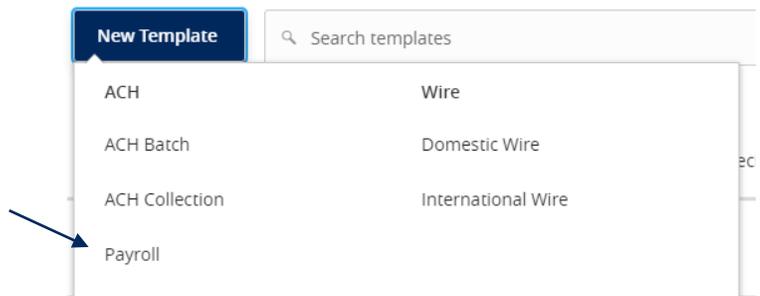
c. Click the 'template actions' icon and select 'Edit' to work with an existing Payroll template.

3. Select the desired recipient's primary account from the drop down list of existing recipients.
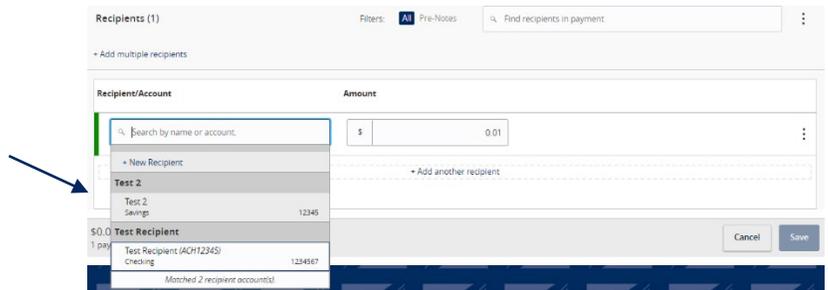
4. Enter total dollar amount of the payroll transaction.

5. Click the 'Show payment actions' icon and select the 'Split Payment' option.

SANTA CRUZ COUNTY BANK

Questions? We're here to help. eBanking@sccountybank.com. 831.457.5000 option 1

EQUAL HOUSING LENDER   MEMBER FDIC

2
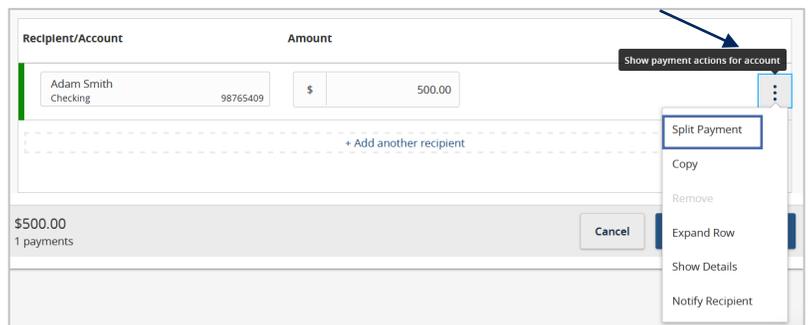
6. Select the recipient's secondary account from the drop-down list.

Recipient/Account	Amount	
⚠ This payment is incomplete		⋮
Adam Smith Checking 98765409	$500.00	
🔍 Search for account	$ 0.00	✕
Adam Smith		
Adam Smith Checking 45453434	$ 500.00	
☐ Notify Recipient	Show Details	

7. Enter the desired dollar amount to be allocated to the secondary account. Then select 'Draft or Approve', depending on user entitlement.

NOTE: The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.

Recipients (1)	Filters: All Pre-Notes	🔍 Find recipients in payment	⋮
+ Add multiple recipients			

Recipient/Account	Amount	
✓ This payment is valid.		⋮
Adam Smith Checking 98765409	$450.00	
Adam Smith Checking 45453434	$ 50.00	✕
Total:	$ 500.00	
☐ Notify Recipient	Show Details	
Addendum (optional)		
+ Add another recipient		

$500.00
2 payments

Cancel Draft Approve

SANTA CRUZ COUNTY BANK

Questions? We're here to help. eBanking@sccountybank.com. 831.457.5000 option 1

EQUAL HOUSING LENDER   MEMBER FDIC

3