# New Recipient

In ACH transactions, the **ACH Name** on the Add Recipient page can be up to 22 characters long. In wire transactions, the wire name limit is 35 characters long. Both names can include letters and numbers. The wire name is required only when the recipient record contains a wire account.

**To add a recipient**

1. In the navigation menu, select **Treasury Management** > **Recipients**.
2. On the Recipients page, select **New Recipient**.
3. On the Add Recipient page, enter the **Display Name**.
4. (Optional) Enter the recipient **Email Address**, then select the check box to send email notifications for template payments.
5. In the Accounts sections, select a **Payment Type**, then do one of the following:
    a) For an ACH Only payment type:
        i. Select an **Account Type**.
        ii. Enter an **Account** number.
        iii. In the **Financial Institution** (FI) field, enter the FI's name or routing number, then select your FI. This populates the **ACH Routing Number** field. To search for a specific branch office, use the **Refined Search** feature and include City and State information. Select the desired branch office to look up the ACH routing number associated with that specific branch.
            - **Note: A single FI may have multiple ACH and Wire routing numbers, especially if the FI has had acquisitions or mergers. You can use Refined Search to find the correct routing numbers for a specific branch office.**
    b) For a Wire Only payment type, do the following:
        i. Select a **Beneficiary Type**.
        ii. Enter an **Account** number.
        iii. In the **Financial Institution** (FI) field, enter the FI's name or routing number, then select your FI. This populates the fields in the **Beneficiary FI** section. If the FI uses a correspondent or intermediary bank for wires, this will also populate the **Receiving FI** or **Intermediary FI** fields. To search for a specific branch office, use the **Refined Search** feature and include City and State information. Select the desired branch office to look up the ACH routing number associated with that specific branch.
            - **Note: A single FI may have multiple ACH and Wire routing numbers, especially if the FI has had acquisitions or mergers. You can use Refined Search to find the correct routing numbers for a specific branch office.**
        iv. (Optional) In the **Receiving FI** section, enter the **Name** and **Wire Routing Number**.
        v. (Optional) In the **Intermediary FI** section, enter the **Name**, **Wire Routing Number**, **Address, City**, **State**, and **Postal Code**.

c) For an ACH and Wire payment type, do the following:
   i. Select an **Account Type**.
   ii. Enter an **Account** number.
   iii. In the **Financial Institution** (FI) field, enter the FI's name or routing number, then select your FI. This populates the fields in the Beneficiary FI section. If the FI uses a correspondent or intermediary bank for wires, this will also populate the Receiving FI or Intermediary FI fields. To search for a specific branch office, use the **Refined Search** feature and include City and State information. Select the desired branch office to look up the ACH routing number associated with that specific branch.
      - **Note: A single FI may have multiple ACH and Wire routing numbers, especially if the FI has had acquisitions or mergers. You can use Refined Search to find the correct routing numbers for a specific branch office.**
   iv. (Optional) In the Receiving FI section, enter the **Name** and **Wire Routing Number**.
   v. (Optional) In the Intermediary FI, enter the **Name**, **Wire Routing Number**, **Address, City**, **State**, and **Postal Code**.

6. In the Recipient Details section, do the following:
   a) Enter a **Wire Name**, **ACH Name**, and **ACH ID**.
   b) Select a **Country**, then enter the **Address**, **City**, **State**, and **Postal Code**.
7. Select **Save Recipient**.