

Add Payees to Pay an Individual

The screenshot shows the Heartland Bank and Trust Company website interface. At the top, there is a navigation menu with 'Accounts', 'Bill Pay', 'Commercial Account Manager', and 'Options'. Below this, there are sub-menus for 'Pending Payments', 'Add Payment', 'Payees', and 'Add Payee'. The 'Add Payment' sub-menu is expanded, showing 'Pay a Company' and 'Pay an Individual' (which is highlighted with a red box). The 'Pay an Individual' option leads to a form titled 'Bill Pay - Add Payee'. The form contains the following fields: Payee Name, Payee Type (with a dropdown menu set to 'Check'), Payee Alias, Account Number, Address Line 1, Address Line 2, City, State (with a dropdown menu), Zip Code, and Phone Number. At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

1. Select **Pay an Individual** from the Bill Pay Menu.
2. Enter appropriate information in all fields to have a **Check** processed to an individual.
3. A nick name can be added in the **Payee Alias** field to distinguish the Payee, this is especially helpful if you have several accounts with the same Payee – the Quick Payment method uses only the Payee Name. Payee Alias is the display name reflected in the Quick Payment and Add Payment sections. It does not appear on the check issued to your Payee.
4. Click **Submit** to complete the set up of the Payee as a Check Payee.