

Guide to Delete Payees in a Template

The delete payee service allows users to delete payees in a template.

Required Permissions

Before you can delete payees from a template, you must be assigned a role with add or remove template entry permission

Important: Changes to payees are not applied to templates pending authorization, authorized templates, or future-dated templates

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Within the **“Business ACH”** widget, select the template you wish to delete Payee from.

The screenshot displays the 'Business ACH' widget interface. At the top, there are three tabs: 'Templates', 'Scheduled', and 'History'. Below the tabs is a search bar labeled 'Search Templates'. A list of templates is shown, with one entry 'Test Template' (PPD, Credits - Testing LLC) highlighted in grey. An orange circle highlights this entry. Below the list is a '+ New Template' button. On the right side, the 'Test Template' details are shown, including '2 payees - Consumer Payments - PPD, Credits'. There are two sub-tabs: 'Details' and 'Payees', with 'Payees' selected. Below the sub-tabs is a search bar labeled 'Search Payees'. A table lists the payees:

| NAME | ACCOUNT |
|----------|---------------------------------|
| Test LLC | Checking *****7744 256075025 |



2 Click the edit icon (pencil) next to the Payee you wish to delete.

emplate Offset Account
Business Basic Checking **33003

Consumer Payments - PPD, Credits



ails **Payees** Make a copy

Search Payees Show ACH Limits ▾

| ACCOUNT | STATUS | AMOUNT | |
|---------------------------------|---------------|----------|---|
| Checking *****7744 256075025 | ACTIVE | \$0.00 |  |
| Checking *****1111 256075025 | ACTIVE | \$500.00 |  |

Payees Total: **\$500.00** [Review and Submit](#)

3 Click "Remove Payee."

| | | |
|------------------------------|---|--|
| | STATUS | Active |
| | AMOUNT | \$0.00 |
| | ADDENDA ⓘ | |
| | DISCRETIONARY DATA | Optional |
| |  Remove Payee | Cancel Save Changes |
| Test Tester | Checking *****1111 256075025 | ACTIVE \$500.00  |
| + Add Payees | | Total: \$500.00 Review and Submit |

4 Select **"Yes, remove"** to continue removing Payee.

STATUS: Active

AMOUNT: \$0.00

ADDENDA ⓘ

DISCRETIONARY DATA: Optional

Remove Payee

Cancel

Remove payee from template?

This will not affect templates pending authorization, authorized templates, or future-dated templates.

Yes, remove Cancel

Test Tester ACTIVE

Total: \$500.00 Review a

5 A confirmation message is displayed indicating the Payee has been successfully removed from the template.

Important: Changes to payees are not applied to templates pending authorization, authorized templates, or future-dated templates

✓ Your template has been successfully updated.

Dashboard Accounts Business Transfer & Pay Business Administration Tools

Business ACH

Create A

Templates Scheduled History

Search Templates

Test Template
PPD, Credits - Testino LLC

Test Template
1 payee - Consumer Payments - PPD, Credits