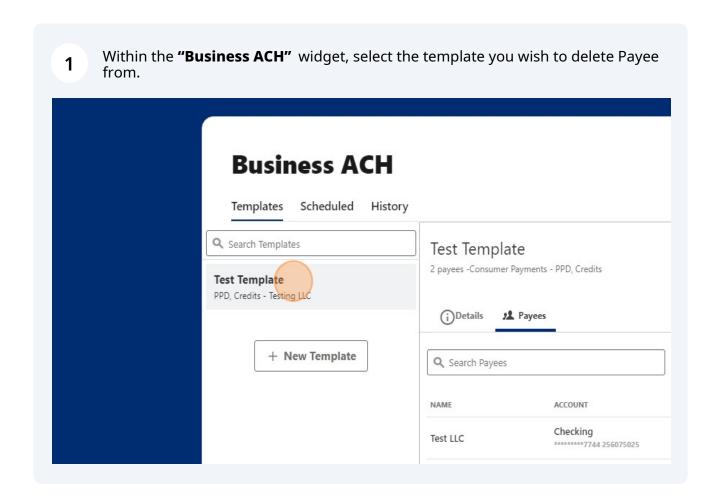# Guide to Delete Payees in a Template

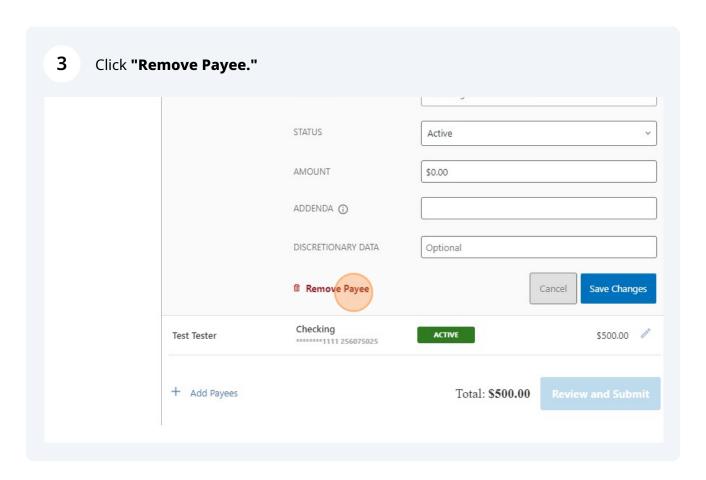The delete payee service allows users to delete payees in a template.

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

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

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

emplate

Consumer Payments - PPD, Credits

Offset Account
■ Business Basic Checking **33003

ails   👥 **Payees**

📄 Make a copy

ch 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   S

Remove payee from template?

Test Tester   This will not affect templates pending   **ACTIVE**
authorization, authorized templates, or
future-dated templates.

➕ Add Payees   [Yes, remove] [Cancel]   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 - Testing LLC

Test Template
1 payee -Consumer Payments - PPD, Credits   ▌ Bu