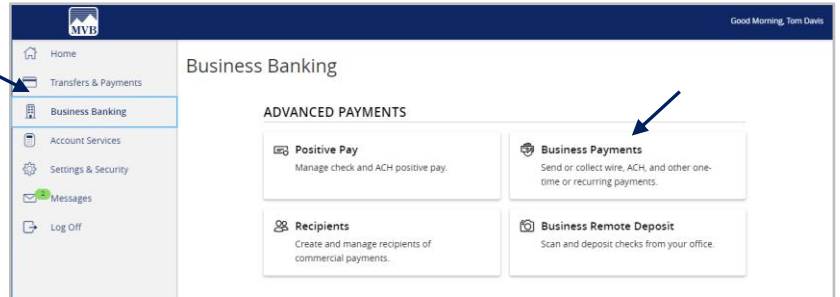




# Split Transactions

1. Select the 'Business Banking' menu and then select 'Business Payments'.

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



2. Select an existing payroll template or click 'New Payment' and select 'the 'Payroll' option, to create a new payroll transaction.



Questions? Please contact Client Support at 1-844-682-2265 or [ClientSupport@MVBBanking.com](mailto:ClientSupport@MVBBanking.com).





# Split Transactions

3. Select the desired recipient's primary account from the drop down list of existing recipients.

Recipient/Account	Amount
Search by name or account.	\$ 1.00
+ New Recipient	+ Add another recipient
<b>Demo</b>	
Demo Checking 11111115	
<b>Jane Doe</b>	
Jane Doe Checking 12344321	

Matched 2 recipient account(s).

Buttons: Cancel, Draft, Approve

4. Enter total dollar amount of the payroll transaction.

Recipient/Account	Amount
Jane Doe Checking 12344321	\$ 100.00

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

Recipient/Account	Amount
Jane Doe Checking 12344321	\$ 100.00

Buttons: Cancel

Dropdown menu options: Split Payment, Copy, Remove, Expand Row, Show Details, Notify Recipient

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# Split Transactions

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

The screenshot shows a payment interface with a table of recipients and a search dropdown. The table has two columns: 'Recipient/Account' and 'Amount'. A single row is visible for 'Jane Doe Checking' with account number '12344321' and amount '\$100.00'. Below the table is a search box with the text 'Search for account'. A dropdown menu is open, showing 'Jane Doe' as the selected item, with a sub-menu showing 'Jane Doe Checking' with account number '123456789'. To the right of the table are two input fields for the amount, both set to '0.00'. A 'Show Details' link is at the bottom right.

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.

The screenshot shows a payment interface with a table of recipients and a search dropdown. The table has two columns: 'Recipient/Account' and 'Amount'. Two rows are visible: 'Jane Doe Checking' with account number '12344321' and amount '\$80.00', and 'Jane Doe Checking' with account number '43211234' and amount '\$20.00'. A 'Total' row shows '\$100.00'. Below the table is a search box with the text 'Search for account'. A dropdown menu is open, showing 'Jane Doe' as the selected item, with a sub-menu showing 'Jane Doe Checking' with account number '123456789'. To the right of the table are two input fields for the amount, both set to '0.00'. A 'Show Details' link is at the bottom right. Below the table is an 'Addendum (optional)' field. At the bottom of the interface, there is a summary bar showing '\$100.00' and '2 payments', and three buttons: 'Cancel', 'Draft', and 'Approve'. A blue arrow points to the 'Approve' button.

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