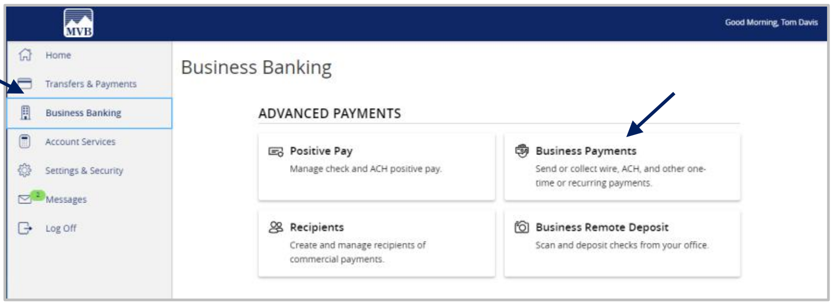
Split Transactions

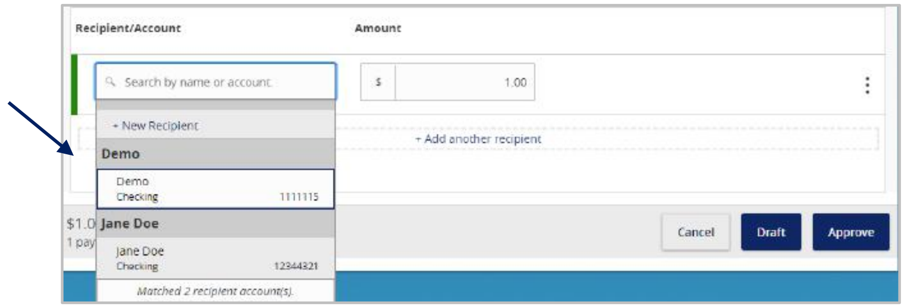
1. Select the 'Business Banking' menu and then select 'Business Payments'.

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

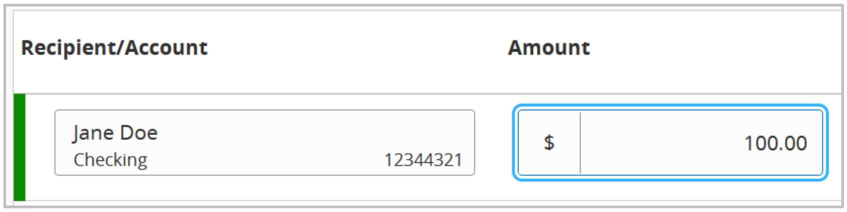


2. Select an existing payroll template or click 'New Payment' and select 'the 'Payroll' option, to create a new payroll transaction.

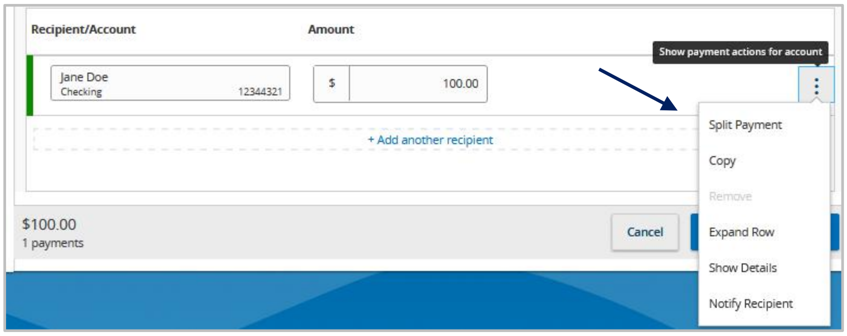
3. Select the desired recipient's primary account from the drop down list of existing recipients.



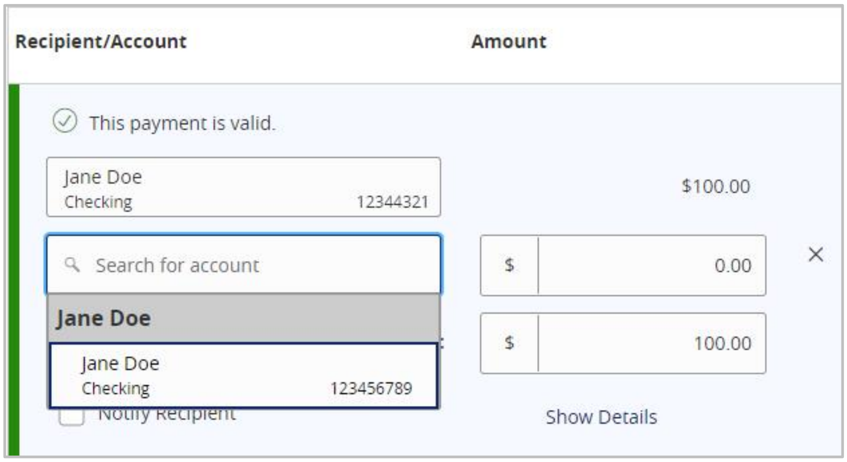
4. Enter total dollar amount of the payroll transaction.



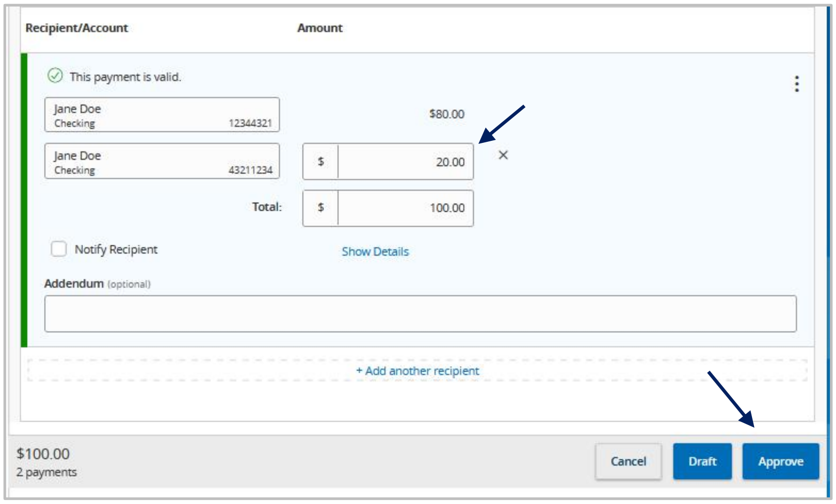
5. Click the 'Show payment actions' icon and select the 'Split Payment' option.



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



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.