



EASTERN BUSINESS BANKING®

PAYMENT CENTER – ACH & Tax Payments

Quick Reference Guide

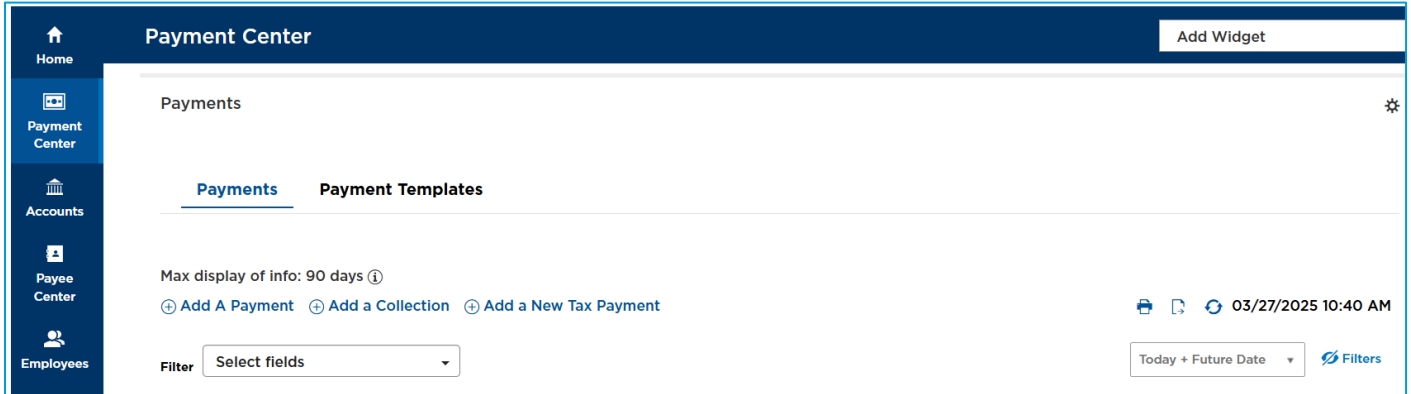
May 2025
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PAYMENT CENTER

The Payment Center contains two widgets by default, Payments and Payees. Payees must be set up in Payee Center before you can send a Payment.

To Access the Payment Center, click on **Payment Center** from the left-side navigation menu. The Payment Center screen appears.

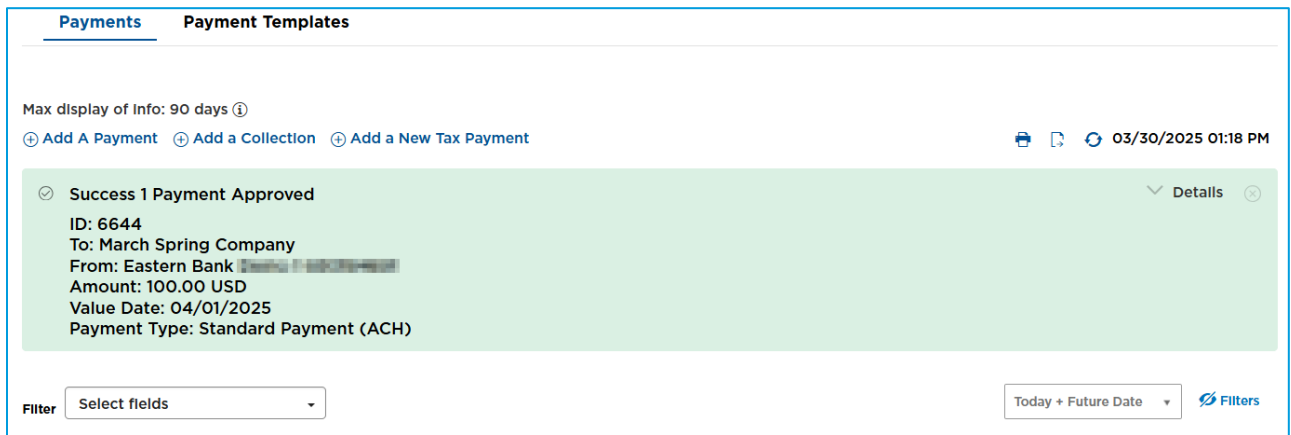


ACH Payments

ACH payments can be made to a Payee that has been created and in an Approved status.

From the menu, select **Payment Center**. The Payment Center workspace appears.

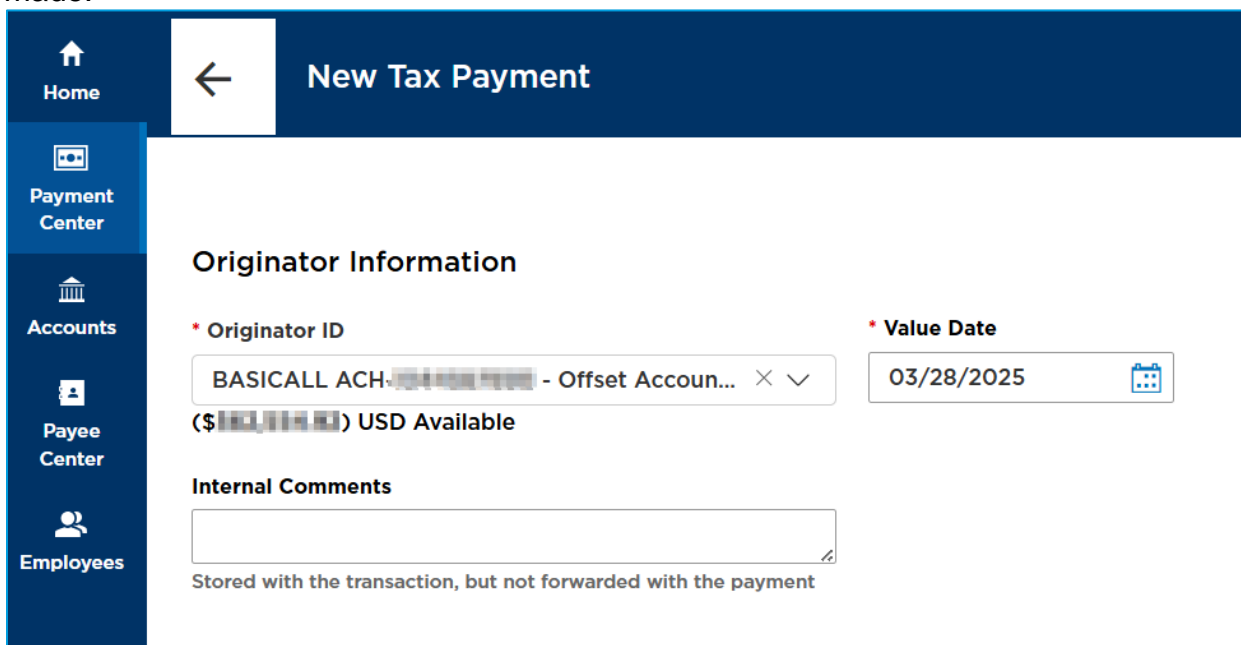
1. In the Payments widget, click **Add a Payment**.
2. Use the drop-down to select a **Payee Name**. Payee must be set up in Payee Center before you can send a Payment.
3. Select the appropriate **Payee Account**.
4. Select the payment method **Standard Payment (ACH)**.
5. Select the **From Account**.
6. Select the **Payment Date**
7. Enter the **Payment Amount**
8. *(optional)* Enter **Comments**, if desired. **Comments will be stored in the application but will not be sent with the payment.**
9. For help on recurring payment settings, see [Recurring Payment Settings](#)
10. Click **Verify**.
11. Review the entered details for accuracy.
12. Click **Submit**.
13. If you have Auto Approve, follow the one-time passcode prompts to Approve the payment.
14. An information message is displayed at the top of the Payment Center screen.
15. A payment must be in Approved status before it is sent. Payments can be approved from the Payments List View, depending on the user's permissions.



TAX Payments

To create a Tax Payments:

1. From the menu, select **Payment Center**. The Payment Center workspace appears.
2. In the Payments widget, click **Add a New Tax Payment**.
3. Use the **Originator ID** drop-down to select the account from which the payment will be made.



4. In the **Value Date** field, enter a date or select one using the **calendar icon**. The earliest possible value date will automatically be selected on the calendar.
5. *(optional)* Enter any internal comments. **Comments will be stored in the application but will not be sent with the payment.**
6. In the **Payee Information** section, select a **tax authority**.
7. Select a **tax type code**.
8. Enter the additional requested information, which will vary by tax authority and type. This includes the payment amount.

Payee Information

* **Tax Authority** * **Tax Type Code**

* **Taxpayer ID** * **Tax Period End Date** * **Taxpayer Name** * **Confirmation Number**

* **Amount 1** * **Amount Type 1**

* **Total Amount** Zero Dollar Live Entry

9. (optional) Check the **Create Prenote** checkbox if you want to create and send a prenote.
10. (optional) Check the **Hold** checkbox if you want to place a hold on the transaction.
11. (optional) To exclude this payee from the batch before or after certain dates, see *Excluding a Payee from a Batch*.
12. (optional) To add another Payee to the batch, click **Add Another Payee**.

Create Prenote Hold

✓ **Payee Exclusion Dates**

Don't include this Beneficiary before

Don't include this Beneficiary after

13. Click **Save for Later** to save the payment before submitting it or click **Submit**
14. If you have Auto Approve, follow the one-time passcode prompts to Approve the payment.
15. An information message is displayed at the top of the Payment Center screen.
16. A payment must be in Approved status before it is sent. Payments can be approved from the Payments List View, depending on the user's permissions.

RECURRING PAYMENT SETTINGS*:

Follow these steps for recurring payments.

1. After entering the required information, check the **Make Recurring** box.
1. Use the **Drop-Down menu** to select weekly or monthly recurring payments.
2. Choose the desired schedule of payments.
3. Choose whether to end the recurrence upon further notice, after a certain number of recurrences, or on a selected date.
4. Select your preferences for non-business day payment dates.
5. Click **Submit**.

*Note: for weekly recurring payments, multiple days can be selected. Take care to select only the days you need. Selected days turn **blue**.*

*Important Information About Recurring and Future Dated ACH Payments

When setting up recurring or future dated ACH payments (credit push), please note the following:

1. **Advance Debiting:** With a prefunded setup, your account will be debited well in advance of the scheduled payment date. This means that if you set up a payment today, the funds will be withdrawn from your account up to 20 business days before the payment date. The account is debited when the payment Release.
2. **Payment Processing Timeline Examples:**
 - **Monthly Payments:** For monthly recurring payments, the next payment will be Released approximately one month in advance, with subsequent payments following a rolling schedule.
 - **Weekly Payments:** For weekly recurring payments, around four payments (approximately one month's worth) will be Released in advance, with subsequent payments following a rolling schedule.
3. **Future Dated Payments:** You can submit future dated payments up to 30 business days in advance.
4. **Important Considerations:**
 - If you are sending credit payments and your account is prefunded, it will be debited when the payments are Released.
 - **Do not use this option if your account cannot be debited that far in advance** or if there is a possibility that the payment details may change.

Please ensure you understand these timelines and conditions to avoid any unexpected debits from your account.

Recurrence Information

Make Recurring

Repeat
 Month(s)

Every
 1 month

On the
 1st Day

Ends

Upon Further Notice

After 1 Occurrences

On a selected date
 12/31/2025

If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

* Recurring Payment Description
 Transfer Description

500.00 USD on 1 Apr 2025

Submit Cancel

Recurrence Information

Make Recurring

Repeat
 Week(s)

Every
 2 weeks

Sun Mon Tue Wed Thu Fri Sat

Ends

Upon Further Notice

After 1 Occurrences

On a selected date

If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

* Recurring Payment Description
 Payment Description

100.00 USD on 1 Apr 2025

Submit Cancel