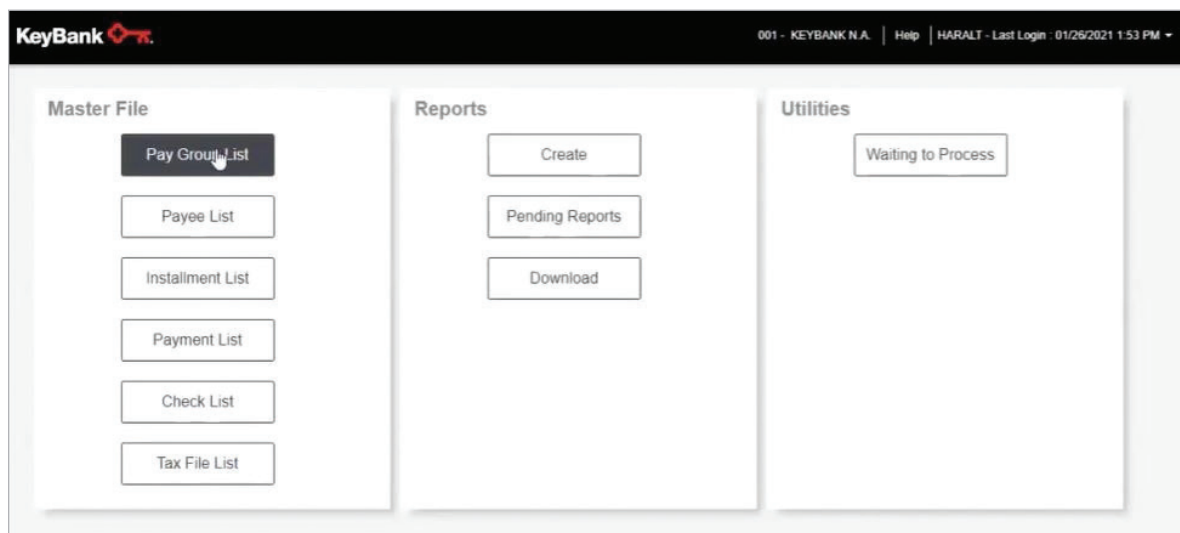


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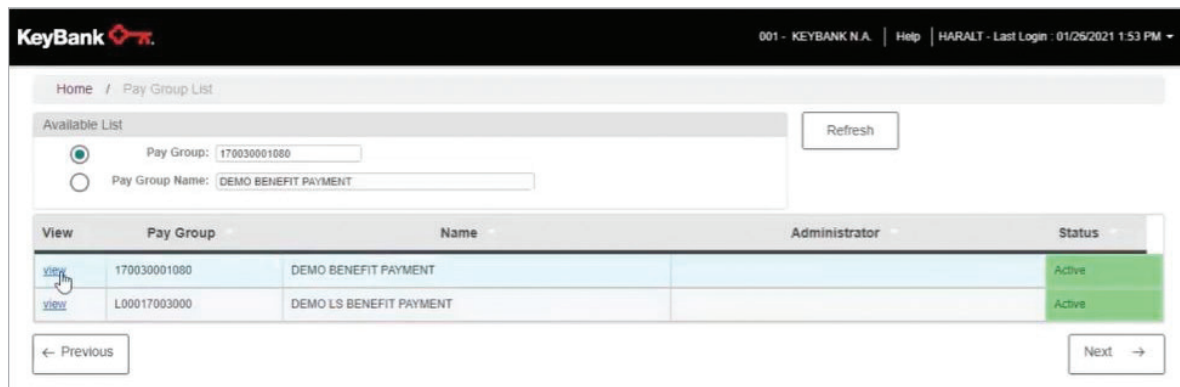
PayWeb Quick Reference Guide – Setting Up a New Payee

This quick reference guide is designed to walk you through the setup of a new payee in PayWeb.

1. From the portal home page, click on **Pay Group List** listed at the top of the Master File section.



2. Select which pay group you'd like to add a payee to and click the **View** link. There are two common pay groups listed in the system:
 - **Instalment group** – This is a group of pensioners/retirees that receive regular (monthly commonly) payments as part of their retirement benefit.
 - **Lump sum group (commonly notated by an “L” listed in the account field)** – This is a group of retirees that receive a single lump sum distribution.



PayWeb Quick Reference Guide – Setting Up a New Payee

3. Select **Payee List** in the top left corner of the screen to locate the full payee list for the pay group.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM

Home / Pay Group List / Pay Group View

Payee List | Installment List | Payment List | Check List | Cancel

Pay Group: 170030001080 << >>
 Status: Active
 Name: DEMO BENEFIT PAYMENT
 Admin: _____

Year To Date: 6,778.24
 Active Payees: 7
 Held Payees: 0
 Inactive Payees: 26
 Deleted Payees: 0

Plan Type: Pension
 Tax Reporting: Year End
 Advices: Financial , Rollover , EFT All
 Address Confirms: No

Home | Deductions | Funds | Tax/Misc | User Defined Fields (UDF) | Maintenance | Data Element View

Pay Group Address
 Address: 4900 TIEDEMAN ROAD
 City: BROOKLYN State: OH Zip: 44144-2338
 Country: USA

Controls
 Plan Type: Pension Lead Days: 12
 Tax Reporting Code: Year End Cycle Code:
 Tax Number: 341974250 Suspense Days: 0
 Installment Release: Held Check Combine: No
 Trust Control: Detail/Check PG Combine Group:

Defaults
 Primary Account and Forms Alternate Layouts
 Account: ***** Check: _____
 Check Form: CKP1 Advice: _____
 EFT Advice: EFP1 EFT: _____

Miscellaneous
 Address Confirmation Pretax Medicare Reimbursement Tefra Print
 Outstanding Check Notification Archive/Purge Check History

Advices
 EFT: All Financial: Rollover: Zero Net:

Special Handling: _____ Quality Control: None

Payee Web Security ID: PWFL PIN Letter Type: Web

4. Click on **New** to create a new payee within the pay group payee list.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM

Home / Payee List

Available List
 Pay Group/Payee: 170030001080 075341111
 Name: _____
 Payee: _____
 Partial SSN: _____
 Alternate Num: _____

Filters
 Pay Group: _____
 Status: _____

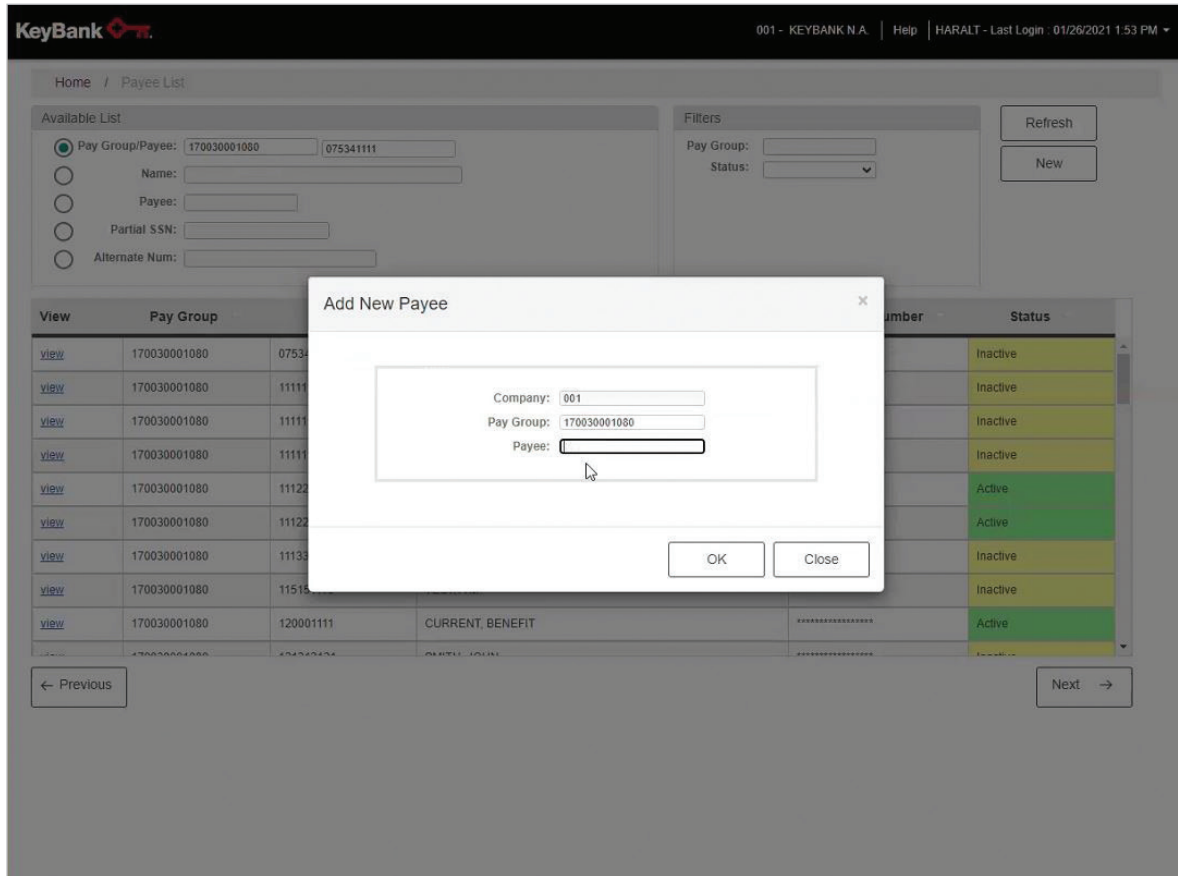
Refresh
New

View	Pay Group	Payee	Name	Alternate Number	Status
view	170030001080	075341111	VEGA, JUAN	*****	Inactive
view	170030001080	111111111	BROWER, BENNY CAN	*****	Inactive
view	170030001080	111111119	PAYEE, TEST	*****	Inactive
view	170030001080	111112222	TEST, PAYEE	*****	Inactive
view	170030001080	111222333	SEPTEMBER, TEST	*****	Active
view	170030001080	111223333	BLANK NAME	*****	Active
view	170030001080	111335555	TEST, S A	*****	Inactive



PayWeb Quick Reference Guide – Setting Up a New Payee

5. In the pop-up window, enter the Add New Payee details. Once complete, click **OK**.



PayWeb Quick Reference Guide – Setting Up a New Payee

6. Within the payee view screen, complete the required information:

- Name
- Address
- Tax Name/Address (if different from the Payee Address)
- Dates fields

Best practice: Everything entered into the system must be keyed in all UPPER CASE.

Enter names of new payees in the format of [LAST NAME], [FIRST NAME].

Tax information is automatically populated based on system information.

The participation date field (i.e., the employee hire date), is recommended.

The screenshot shows the KeyBank Payee View interface. Red boxes and lines highlight specific areas:

- Name:** A red box around the 'Name' field in the top left, containing the text 'Alest Aaron'.
- Address:** A red box around the 'Payee Address' section, which includes fields for Address (1518 Lane Road), City (Orwell), State (OH), and Zip (44076).
- Submit:** A red box around the 'Submit' button in the top right corner.
- Tax Name/Address:** A red box around the 'Tax Name/Address' section, which includes fields for Name, Address, City, State, and Zip.
- Dates fields:** A red box around the 'Dates' section, which includes fields for Birth (03/18/1958), Participation, Separation (10/15/2020), and Death.

Best practice: When completing each tab within the payee profile, be sure to click **Submit** in the top right corner of your screen continuously. This button functions as a save button for the profile and if you do not click submit, you could potentially lose any of the information entered.



PayWeb Quick Reference Guide – Setting Up a New Payee

Electronic Funds Transfer Tab (EFT)

7. Select the **EFT** tab on the Payee View screen if the payee has elected to receive direct deposits.

The screenshot displays the KeyBank Payee View interface. At the top, the KeyBank logo is on the left, and the user information '001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM' is on the right. Below the header, there are navigation buttons for 'Submit', 'Delete', and 'Cancel'. The main content area is divided into several sections:

- Pay Group:** 170030001000
- Payee:** 010001112
- Status:** Active (indicated by a green checkmark)
- Loc:** [Empty field]
- Record Issues:** [Dropdown menu]
- Name:** Alast, Aaron
- Year To Date:** 0.00
- Pay Group Name:** DEMO BENEFIT PAYMENT
- Payments:** 0
- Installments:** 0
- Direct Deposit:** No
- Plan Type:** Pension
- Administrator:** [Empty field]

A navigation bar below the main content area includes tabs for 'Home', 'EFT', 'Deductions', 'Miscellaneous', 'Web', 'YTD', 'User Defined Fields(UDF)', 'Maintenance', 'Summary', 'Data Element View', 'Tax Ledger', 'New Payment', and 'New Installment'. The 'EFT' tab is highlighted with a red box.

The 'EFT' section contains the following fields:

- Payee Address:** Address: 1510 Laine Road; City: Orwell; State: OH; Zip: 44076; Country Code: US; Country Name: [Empty field]; Foreign:
- Tax Information:** Tax Rptg State: OH; Tax Rptg Country: [Empty field]; Tax Rptg Code: Year End; Foreign ID: [Empty field]; Social Security Type: SSN; W4P On File: No; W2 Box 15 Codes: None; 1042S Chpt 3 Override: [Empty field]; W8Ben/W9: [Empty field]; W8Ben/W9 Date: [Empty field]; W8Ben/W9 Exp Date: [Empty field]
- Tax Name/Address:** Name: [Empty field]; Address: [Empty field]; City: [Empty field]; State: [Empty field]; Zip: [Empty field]; Country: [Empty field]
- Advices:** EFT: ; Rollover:
- Dates:** Birth: 03/18/1958; Participation: [Empty field]; Separation: 10/15/2020; Death: [Empty field]
- Special Handling:** [Empty field]



PayWeb Quick Reference Guide – Setting Up a New Payee

- Complete the necessary information for the EFT payment associated with the payee.

The screenshot shows the KeyBank Payee View interface. At the top, there is a navigation bar with the KeyBank logo and user information: "001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/26/2021 1:53 PM". Below the navigation bar, there are tabs for "Home", "Payee List", and "Payee View". The main content area is divided into several sections. On the left, there is a form for payee details: "Pay Group: 170030001000", "Payee: 010001112", "Status: Active", "Loc:", "Record Issues:", and "Name: Atest, Aaron". In the center, there is a "Year To Date: 0.00" box. On the right, there is a "Pay Group Name: DEMO BENEFIT PAYMENT" section with fields for "Payments: 0", "Installments: 0", "Direct Deposit: No", "Plan Type: Pension", and "Administrator:". Below these sections, there is a navigation bar with tabs for "Home", "EFT", "Deductions", "Miscellaneous", "Web", "YTD", "User Defined Fields(UDF)", "Maintenance", "Summary", "Data Element View", "Tax Ledger", "New Payment", and "New Installment". The "EFT" tab is selected, and a sub-tab "EFT1" is also selected. The main content area is divided into "Bank Information" and "IAT Bank Information" sections. The "Bank Information" section has fields for "Name: Bank Name", "Address:", "City:", "State:", "Zip:", "Country:", and "Foreign:". The "IAT Bank Information" section has fields for "Bank Name:" and "Country Code:". To the right of the "Bank Information" section, there is a "Status: Active" dropdown, "Routing and Transit: 041215032", "Account: 2700656976", "Account Type: Checking", "Deposit Type: Percentage", "Percentage: 100.00", "Prenote Control: Prenote", and "Prenote Date:".

Deductions

- Select the **Deductions** tab on the Payee View screen.

The screenshot shows the KeyBank Payee View interface with the "Deductions" tab selected. The navigation bar at the top is the same as in the previous screenshot. The main content area is divided into several sections. On the left, there is a form for payee details: "Pay Group: 170030001000", "Payee: 010001112", "Status: Active", "Loc:", "Record Issues:", and "Name: Atest, Aaron". In the center, there is a "Year To Date: 0.00" box. On the right, there is a "Pay Group Name: DEMO BENEFIT PAYMENT" section with fields for "Payments: 0", "Installments: 0", "Direct Deposit: No", "Plan Type: Pension", and "Administrator:". Below these sections, there is a navigation bar with tabs for "Home", "EFT", "Deductions", "Miscellaneous", "Web", "YTD", "User Defined Fields(UDF)", "Maintenance", "Summary", "Data Element View", "Tax Ledger", "New Payment", and "New Installment". The "Deductions" tab is selected. The main content area is divided into "Payee Address" and "Tax Information" sections. The "Payee Address" section has fields for "Address: 1518 Laine Road", "City: Orwell", "State: OH", "Zip: 44076", "Country Code: US", and "Country Name:". The "Tax Information" section has fields for "Tax Rptg State: OH", "Tax Rptg Country:", "Tax Rptg Code: Year End", "Foreign ID:", "Social Security Type: SSN", "W4P On File: No", "W2 Box 15 Codes: None", "1042S Chpt 3 Override:", "W8Ben/W9:", "W8Ben/W9 Date:", and "W8Ben/W9 Exp Date:". At the bottom of the screen, there are tabs for "Tax Name/Address", "Advices", and "Dates".



PayWeb Quick Reference Guide – Setting Up a New Payee

10. Add applicable deductions for the payee by using the **Select a deduction to add** dropdown. The deductions available in the dropdown are pulled from the **Pay Group** setup. Note, the tax deduction amounts will automatically calculate based on the most recent tax tables when you setup the payees' installment or lump sum payment.

- Tax tables (add marital status and exemptions)
- Tax tables plus fixed amount (add marital status, exemptions and dollar amount)
- Fixed amount (change method to fixed and add dollars to the amount column)
- Percentage amount (change method to percentage and add percentage to the amount column)

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login: 01/26/2021 1:53 PM

Home / Payee List / Payee View

Submit Delete Cancel

Pay Group: 170030001080
Payee: 010001112
Status: Active
Loc:
Record Issues:
Name: Atest, Aaron

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: No
Plan Type: Pension
Administrator:

Home EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Select a deduction to add

Code (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital St
FEDTX	Active	FEDERAL TAX	Federal	Fed/ist Withhold	0.00	FEDTX	Married, Jr
TAXOH	Active	STATE TAX	State	Fed/ist Withhold	0.00	TAXOH	Single

Best practice: Be sure to scroll to the right on the page to ensure Marital status and exemptions match what was selected in the documents you received from the payee.

PayWeb Quick Reference Guide – Setting Up a New Payee

11. Select the **Miscellaneous** tab on the Payee View screen.

The screenshot shows the KeyBank Payee View screen. The top navigation bar includes the KeyBank logo, the text "001 - KEYBANK N.A. | Help | HARALT - Last Login: 01/26/2021 1:53 PM", and a breadcrumb trail: "Home / Payee List / Payee View". Below the breadcrumb are buttons for "Submit", "Delete", and "Cancel". The main form area is divided into several sections: "Pay Group" (170030001080), "Payee" (010001112), "Status" (Active), "Loc", "Record Issues", and "Name" (Atest, Aaron). A "Year To Date" field shows 0.00. To the right, "Pay Group Name" is DEMO BENEFIT PAYMENT, with "Payments: 0", "Installments: 0", "Direct Deposit: No", "Plan Type: Pension", and "Administrator". A horizontal menu below the form includes "Home", "EFT", "Deductions", "Miscellaneous" (highlighted with a red box), "Web", "YTD", "User Defined Fields(UDF)", "Maintenance", "Summary", "Data Element View", "Tax Ledger", "New Payment", and "New Installment". Below the menu are sections for "Payee Address" (1518 Laine Road, Orwell, OH, 44075), "Tax Information" (Tax Rptg State: OH, W2 Box 15 Codes: None, etc.), "Tax Name/Address", "Advices" (EFT: checked, Rollover: checked), and "Dates" (Birth: 03/16/1958, Separation: 10/15/2020, etc.).

12. Enter any additional optional fields. It is highly recommended to input the payee's email address and phone number.

This screenshot shows the same KeyBank Payee View screen as above, but with the "Miscellaneous" tab selected. The "Beneficiary of:" field is empty. Below it are dropdowns for "Name Type" (Person), "Gender" (Male), and "Payee Type" (Payee). The "Miscellaneous" section contains fields for "Employee Number", "Plus/Alternate Number" (with a masked input), and "Payee Code". To the right, "Previous Pay Group" and "Previous Payee" fields are empty. The "Payee Contact Information" section at the bottom has "Email" (atestaaron@test.com) and "Phone" (440-111-2222) fields filled in.



PayWeb Quick Reference Guide – Setting Up a New Payee

13. Select the **User Defined Fields (UDF)** tab on the Payee View screen.

The screenshot displays the KeyBank PayWeb interface for a Payee View. The top navigation bar includes the KeyBank logo, the user name 'HARALT', and the last login time '01/26/2021 1:53 PM'. The breadcrumb trail shows 'Home / Payee List / Payee View'. The main content area is divided into several sections:

- Pay Group Information:** Pay Group: 170030001080, Payee: 010001112, Status: Active, Loc: [empty], Record Issues: [empty], Name: Atest, Aaron. A dark box displays 'Year To Date: 0.00'.
- Pay Group Summary:** Pay Group Name: DEMO BENEFIT PAYMENT, Payments: 0, Installments: 0, Direct Deposit: No, Plan Type: Pension, Administrator: [empty].
- Navigation Tabs:** Home, EFT, Deductions, Miscellaneous, Web, YTD, **User Defined Fields(UDF)** (highlighted with a red box), Maintenance, Summary, Data Element View, Tax Ledger, New Payment, New Installment.
- Payee Address:** Address: 1518 Laine Road, City: Orwell, State: OH, Zip: 44076, Country Code: US, Country Name: [empty], Foreign: [checkbox].
- Tax Information:** Tax Rptg State: OH, Tax Rptg Country: [empty], Tax Rptg Code: Year End, Foreign ID: [empty], Social Security Type: SSN, W4P On File: No, W2 Box 15 Codes: None, 1042S Chpt 3 Override: [empty], W8Ben/W9: [empty], W8Ben/W9 Date: [empty], W8Ben/W9 Exp Date: [empty].
- Tax Name/Address:** Name: [empty], Address: [empty], City: [empty], State: [empty], Zip: [empty], Country: [empty].
- Advices:** EFT: [checked], Rollover: [checked].
- Dates:** Birth: 03/16/1958, Participation: [empty], Separation: 10/15/2020, Death: [empty].
- Special Handling:** [empty].



PayWeb Quick Reference Guide – Setting Up a New Payee

14. **Enter** date information into the **START ccyymmdd** field to generate the payee’s credential letters for the PayeeWeb pensioner portal. This date should always be the first business day after the payee’s first payment date.

Note: The PayeeWeb pensioner portal is only used for payees receiving installment payments. If you are setting up a payee for a lump sum Pay Group, you do **NOT** have to enter a date into the **START ccyymmdd** field.

The screenshot shows the KeyBank PayWeb interface for setting up a new payee. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/26/2021 1:53 PM), and a breadcrumb trail (Home / Payee List / Payee View). Below the navigation are buttons for Submit, Delete, and Cancel. The main form area is divided into several sections:

- Pay Group:** 170030001080
- Payee:** 010001112
- Status:** Active (dropdown menu)
- Loc:** (empty field)
- Record Issues:** (dropdown menu)
- Name:** Atest, Aaron
- Year To Date:** 0.00
- Pay Group Name:** DEMO BENEFIT PAYMENT
- Payments:** 0
- Installments:** 0
- Direct Deposit:** No
- Plan Type:** Pension
- Administrator:** (empty field)

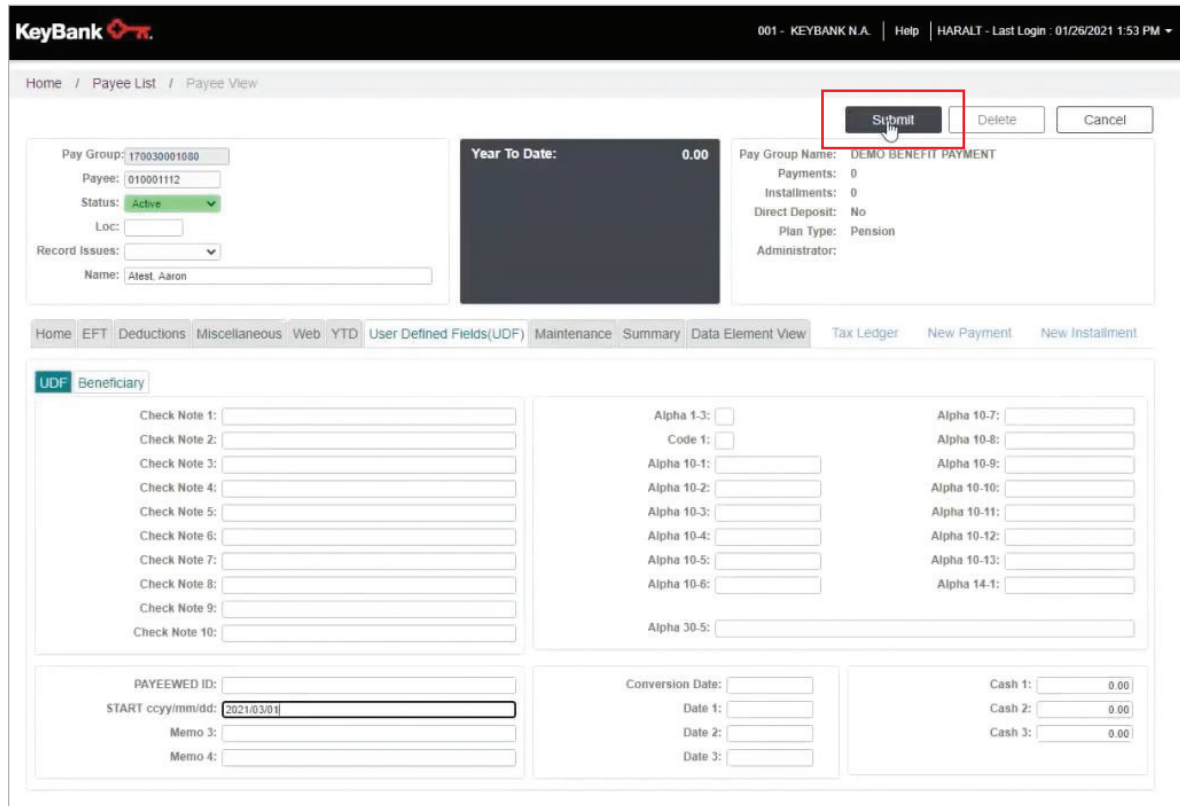
Below the main form is a navigation bar with tabs: Home, EFT, Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance, Summary, Data Element View, Tax Ledger, New Payment, and New Installment. The 'UDF Beneficiary' tab is selected, showing a form with the following fields:

- Check Note 1 through Check Note 10 (text input fields)
- Alpha 1-3 through Alpha 14-1 (checkbox and text input fields)
- Alpha 30-5 (text input field)
- Conversion Date (text input field)
- Date 1, Date 2, Date 3 (text input fields)
- Cash 1, Cash 2, Cash 3 (text input fields with values 0.00)
- PRYEEWED ID (text input field)
- START ccyymmdd: 2021/03/01 (text input field, highlighted with a red box)
- Memo 3 (text input field)
- Memo 4 (text input field)

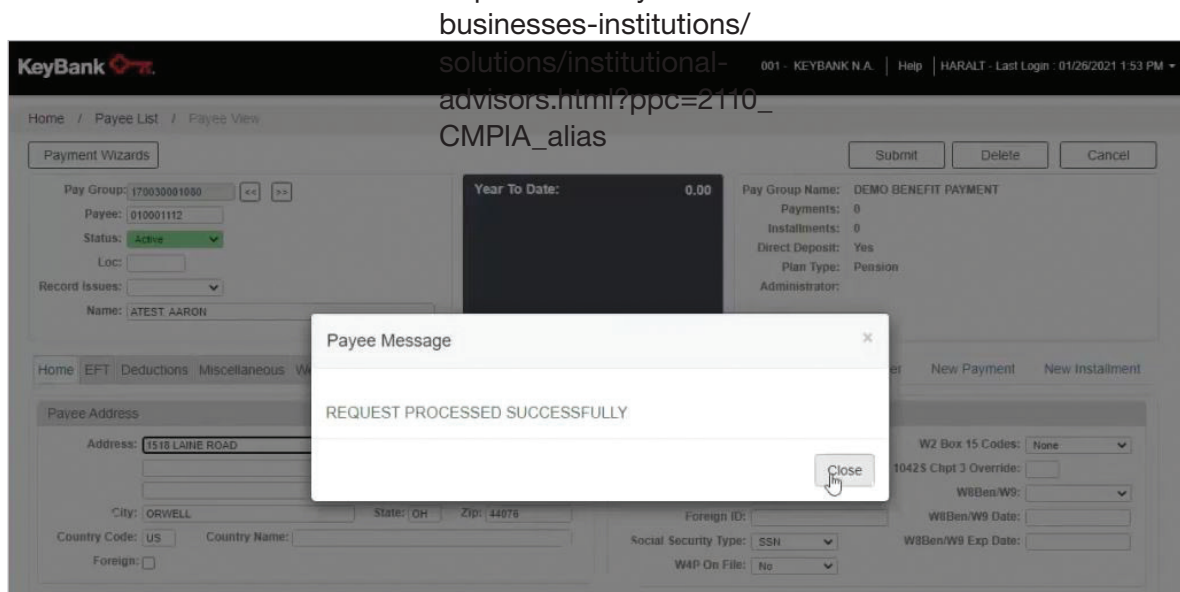


PayWeb Quick Reference Guide – Setting Up a New Payee

15. Click **Submit** in the top right of your screen to finalize addition of the payee. You will receive a confirmation message pop-up confirming the addition of the payee.



16. A confirmation message pop-up will display confirming the addition of the payee.



PayWeb Quick Reference Guide – Setting Up a New Payee

Performing Payee Maintenance or Updating Information in a Payee Profile

17. To change any information in the **Payee View** tabs (such as address), simply locate the payee record you want to update and type in the new information, then click **Submit**. If the change is to be effective at a future date, select the **Future Date** button at the top of the screen to enter the effective date of the change. Then update the data you want to change, then click **Submit**.

Home / Payee List / Payee View

Payment Wizards View Tax Forms Submit Cancel

Pay Group: 170030001080 Payee: 010001112 Status: Active Loc: Record Issues: Name: ATEST, AARON

Year To Date: 0.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payments: 0
Installments: 0
Direct Deposit: Yes
Plan Type: Pension
Administrator:

Home EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) Maintenance Summary Data Element View Tax Ledger New Payment New Installment

Payee Address
Address: 1518 LAINE STREET
City: INDIANAPOLIS State: IN Zip: 46201
Country Code: US Country Name: Foreign:

Tax Information
Tax Rptg State: IN W2 Box 15 Codes: None
Tax Rptg Country: 1042S Chpt 3 Override:
Tax Rptg Code: Year End W8Ben/W9:
Foreign ID: W8Ben/W9 Date:
Social Security Type: SSN W8Ben/W9 Exp Date:
W4P On File: No

Tax Name/Address
Name:
Address:
City: State: Zip:
Country:

Advices
EFT:
Rollover:
Digital:
Special Handling:

Dates
Birth: 03/18/1958
Participation: 08/01/1980
Separation: 10/15/2020
Death:

payws-keybank.omniasp.com says

Enter Future Date :
(MMDDYYYY or MM/DD/YYYY)

06/15/2021

OK Cancel



PayWeb Quick Reference Guide – Setting Up a New Payee

18. You may access the **Maintenance** tab to track any changes to a payee's record. This area shows the user ID and date for the last update of a pensioner record.

The screenshot displays the KeyBank PayWeb interface. At the top, the KeyBank logo is on the left, and the user information '001 - KEYBANK N.A. | Help | HARALT - Last Login - 01/26/2021 1:53 PM' is on the right. Below the navigation bar, the breadcrumb path is 'Home / Payee List / Payee View'. The main area is divided into several sections: 'Payment Wizards' with navigation buttons '<<' and '>>'; a 'Pay Group' field with value '170030001000'; a 'Payee' field with value '010001112'; a 'Status' dropdown menu set to 'Active'; a 'Loc' field; a 'Record Issues' dropdown menu; and a 'Name' field with value 'ATEST, AARON'. To the right of these fields is a 'Year To Date' box showing '0.00'. Further right is a summary box for 'Pay Group Name: DEMO BENEFIT PAYMENT' with details: 'Payments: 0', 'Installments: 0', 'Direct Deposit: Yes', 'Plan Type: Pension', and 'Administrator:'. Below these fields is a navigation bar with tabs: 'Home', 'EFT', 'Deductions', 'Miscellaneous', 'Web', 'YTD', 'User Defined Fields(UDF)', 'Maintenance' (selected), 'Summary', 'Data Element View', 'Tax Ledger', 'New Payment', and 'New Installment'. The 'Maintenance' tab is active, showing a table with the following data:

Record Type	Identifier	Changed By	Changed On
PA		HARALT	01/27/2021-08:20:16
BT	EFT PC01	HARALT	01/27/2021-08:16:51
SD	FEDTX	HARALT	01/27/2021-08:16:52
SD	TAXOH	HARALT	01/27/2021-08:16:53

Note: You may run the **Transaction Report** from the **Create Report** screen that will show any updates you make in PayWeb within the time frame selected. Please refer to the **Create and Download Reports QRG**.

For more assistance in navigating or using the PayWeb Portal, visit key.com/paywebtraining, or contact your KeyBank Institutional Advisors Relationship Management Team.

KeyBank Institutional Advisors collaboratively engages stakeholders to understand their organization's strategic mission, values, and goals. Our advisors are professionals supported by subject matter experts across client disciplines/market segments. Combining our expertise with an understanding of the client, we recommend and implement customized, coordinated financial solutions.



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