

Institutional Advisors

PayWeb Quick Reference Guide – Setting Up a New Payment

This quick reference guide is designed to walk you through the setup of a **new installment** or **lump sum payment** for a payee. There are two different types of payments that can be setup in PayWeb:

- Installment Payments Regularly scheduled benefit payments (monthly, quarterly, etc.) to pensioners. In addition to the regularly scheduled installment, the payee may also need to receive an associated retro or off-cycle payment. You will have a designated pension pay group for installment payments.
- Lump Sum Payments A one-time payment to the retiree. These payments can be processed as
 rollovers or non-rollovers. If your plan allows for lump sum payments, you will have a designated lump
 sum pay group for lump sum payments.
 - Non-Rollover
 - Rollover

Instructions for completing both payment types are detailed in the guide below.

Special Note: When completing the setup of a new lump sum payment or installment in PayWeb, you should use the **New Payment** or **New Installment** buttons.



You should NOT use the Payment Wizards button in the upper left corner as it is only applicable in certain scenarios.

New Payment Setup – Installment Payments

1. Click on the **Pay Group List** button in the Master File section of the home navigation menu.

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Master File	Reports	Utilities
Pay Group List	Create	Waiting to Process
Payee List	Pending Reports	
Installment List	Download	
Payment List		
Check List		

2. Select the **Pay Group** you would like to add the new payment to and click the **View** link or the **Pay Group** number next to the pay group name.

Typically, there are two pay groups in the system to select from. One pay group is for installment payments, the other for lump sum payments. The lump sum payment group is typically notated by the letter "L" in the pay group number.

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Home	/ Pay Group List			
Available	List		Refresh	
0	Pay Group: 1700300	01080		
0	Pay Group Name: DEMO B	ENEFIT PAYMENT		
View	Pay Group	Name	Administrator	Status
view	170030001080	DEMO BENEFIT PAYMENT		Active
view	L00077003000	DEMO LS BENEFIT PAYMENT		Active
← Previo	nus			Next →

3. From the Payee List screen, locate and select the payee you want to add for the installment and this will open the Payee View screen for that payee.

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Home /	Payee List						
Available List					Filters		Refresh
O Pay Gro	oup/Payee: 170030001080	010001112			Pay Group:		
0	Name:				Status:	~	New
0	Payee:						
O P	artial SSN:						
O Alter	mate Num:						
View	Pay Group	Payee		Name	1 A.	Alternate Number	Status
view	170030001080	010001112	ATEST, AARON			****	Active
view	170030001080	111001234	BTEST, BEN			***	Active
view	170030001080	111222333	SEPTEMBER, TEST	1		******	Active
view	170030001080	111223333	BLANK NAME			***	Active
view	170030001080	120001111	CURRENT, BENEFIT			******	Active
view	170030001080	123123124	PAYEE, TEST			****	Active
view	170030001080	123412345	SMITH, JOHN			****	Active
view	170030001080	999911111	TEST, PAYEE			****	Active
view	L00017003000	010001112	ATEST, AARON			******	Active
	100047000000	444004004	DTEOT DEN			******	× LECTO
← Previous]						Next →



4. Select New Installment under the tab selection options.

me / Payee List / Payee View	
Payment Wizards	Submit Cancel
Pay Group: [L00017003000 ec >> Year To Da Payee: 11122333 Status: Active Loc:	ate: 45,000.00 Pay Group Name: DEMO LS BENEFIT PAYMENT Payments: 0 Installments: 0 Direct Deposit: Yes Plan Type: Pension Administrator:
ome EFT Deductions Miscellaneous Web YTD User Defined Fields(UDF) N	Maintenance Summary Data Element View Tax Ledger New Payment New Installment
Payee Address	Tax Information
Payee Address Address: (#900 TIEDEMAN	Tax Information Tax Rptg State: OH W2 Box 15 Codes: None Tax Rptg Country: 10425 Chpt 3 Override:
Payee Address Address: [#900 TIEDEMAN	Tax Information Tax Rptg State: OH W2 Box 15 Codes: None Tax Rptg Country: 10425 Chpt 3 Override: Tax Rptg Code: Year End W8Ben/W9: No Foreign ID: W8Ben/W9 Date:
Payee Address Address Address: B900 TIEDEMAN City: PARMA Country Code: Country Name: Foreign: Country Name: Countr	Tax Information Tax Rptg State: Tax Rptg Country: 10425 Chpt 3 Override: Tax Rptg Code: Year End W8Ben/W9 No Social Security Type: SSN W4P On File: No
Payee Address Address Address City: PARMA City: PARMA Country Code: Country Name: Foreign: Tax Name/Address	Tax Information Tax Rptg State: Or W2 Box 15 Codes: None Tax Rptg Country: 10425 Chpt 3 Override: Tax Rptg Code: Year End WBBen/W9: No Foreign ID: WBBen/W9 Date: Social Security Type: SSN WBBen/W9 Exp Date: W4P On File: No W Advices Dates

Installment Payments

5. Confirm the payee and pay group information for the installment payment and click OK.

Note: This information is prepopulated if accessed within a payee contact record.

KeyBank 🔶 👷		001 - KEYBANK N.A. Help HARALT - Last Login : 01/29/2021 10:24 A
Home / Payee List / Payee View Payment Wizards		Submit Cancel
Pay Group: (10030001030 cc 5>) Payee: 010001112 Status: Adue v Loc: Rencord Issues: v Name: ATEST, AARON	Year To Date: 0	0.00 Pay Group Name: DEMO BENEFIT PAYMENT Payments: 0 Installments: 0 Ouroct Deposit: Yes Plan Type: Pension Administrator:
Add Home EFT Deductions Miscellaneous Web	New Installment	X New Payment New Installment
Payee Address Address: 1518 LARE STREET City: ORWELL	Company: 001 Pay Group: 170030001080 Payee: 010001112 Type: @ Fixed Payment) Fixed	ved Balance WBBen WP Date:
Country Code: US Country Name: Foreign:		OK Cancel



6. Home Tab – Complete the relevant fields for the payment. The address field is prepopulated based on the payees' address information in the **Home** tab on the **Payee View** screen. It should be reviewed and updated if changes are needed.

The **Tax Information** panel is already populated with defaults and should be reviewed and updated if changes are needed.

An option to enter **alternate addresses for the mailing of a check or payment advice** is also available. The alternate addresses are used in a situation when a payee temporarily resides in alternate locations, such as an Ohio resident who goes to Florida for few months every year.

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										2	New	Cancel	
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	Payee:	010001112			De	ductions:	0.00	Payee Statu	s: Acti	ive			
Installment M	Number:	1 In	stallmer	t Type: Fixed Payment	Net	Payment:	0.00	Plan Typ	e: Pen	sion			
	Name:	ATEST, AARON			Yea	r to Date:	0.00	Locatio	n:				
	Status:	Active 🗸						Special Handlin	a:				
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7. Alternate Payment Tab: Note that for an installment payment setup, you DO NOT update data in this tab. If the payee has elected to receive the installments via Electronic Funds Transfer (EFT), the installment will always pull from the EFT data entered into the EFT tab on the Payee View screen.

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Home / Installment List / Installment View		
		Submit Cancel
Pay Group: 170030001080 << >>	Gross Payment: 1,039.12	Pay Group Name: DEMO BENEFIT PAYMENT
Payee: 111223333	Deductions: 79.46	Payee Status: Active
Installment Number: 1 Installment Type: Fixed Payment	Net Payment: 959.66	Plan Type: Pension
Name: BLANK NAME	Year to Date: 3,117.36	Location:
Status: Active 🗸		Special Handling:
		Administrator:
Home Alternate Payment Funds Deductions Taxability User Defined Fit	elds(UDF) Maintenance Data Elements View Wire	Forecast Installment Add Off-Cycle Add Retro
Account Type:	Account Type:	
Routing and Transit:	Routing and Transit:	
Account:	Account:	
	Secondary Routing Number:	
Addenda Payment Information		
	Addenda Payment Information	
IAT Bank Information		
Bank Name:	Global Payment	
Country Code:	International Bank Routing:	
	International Bank Account:	
	Global Payment:	Currency Code: Residency Code:



8. In the **Funds** tab, use the **Select a fund to add** dropdown to select the fund to be used. Upon selecting the fund to use, it will appear, and you can update the remaining fields.

Important fields to complete:

- Amount The amount per check that the payee will be receiving.
- Start The date that payments were submitted into the system. Always list today's date as the start date.
- **Stop** The date when the payee should stop receiving payments. If the retiree or pensioner receives a lifetime benefit, simply list 12/31/9999 in the field to indicate this method.
- Next Paid This is the first regular installment which should be sent to the payee as part of the upcoming payment run (typically the first or last day of the month).

Note: If a retro or off-cycle payment is due to the payee, it will be handled separately.

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Home / Payee List / Payee View / Installment View		New Cancel
Pay Group: 170030001080 Payee: 610001112 Installment Number: 1 Installment Type: Fixed Payment Name: ATEST, AARON Status: Active V	Gross Payment: 0.00 Deductions: 0.00 Net Payment: 0.00 Year to Date: 0.00	Pay Group Name: DEMO BENEFIT PAYMENT Payee Status: Active Plan Type: Pension Location: Special Handling: Administrator:
Home Alternate Payment Funds Deductions Taxability User Det	fined Fields(UDF) Maintenance Data Elements View	Forecast Installment
Fund ID (DF032) Status (DF102) Description (DF705)	Trust Account (DF762) Amo	ount (DF715) Start (DF703) Stop (DF704)
REGUL1 Active V REGULAR	0025721.1	0.00
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9. In the **Deductions** tab, information prepopulates, pulling data from the **Deductions** tab in the **Payee View** screen. The deduction amounts will calculate when you click the **Forecast Installment** button.

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Home / Payee List / Pa	yee View / Installment View	v			1	New Can	zel
Pay Group: 1700300 Payee: 01000111 Installment Number: 1 Name: ATEST, A Status: Active	Installment Type: For	ed Payment	Gross Payment: Deductions: Net Payment: Year to Date:	3,000.00 0.00 0.00	Pay Group Name: DEMO B Payee Status: Active Plan Type: Pension Location: Special Handling: Administrator:	ENEFIT PAYMENT	
Home Alternate Payment F	nds Deductions Taxability	User Defined Fields(UDF) Maintenance	Data Elements View	Forecast Installment		
Code (SD086) Status (SD FEDTX Active	102) Description (SD501) FEDERAL TAX	Category (SD506) Federal	Method (SD515) Fed/st Withhold	Amount (SD510)	Withholding Payee (SD545) FEDTX	Marital Status (SD551) Married, Joint	E
TAXOH Active	STATE TAX	State	Fed/st-Withhold	0.00	ТАХОН	Married, Joint	



10. Now that you have entered all the information for your payment, click the Forecast Installment link.

Pay Installment Num Na Sta	ree: 010001112 ber: 1 me: ATEST AARON lus: Active	Installment Type: For	ed Payment	Deductions: Net Payment: Year to Date: UDF) Maintenance	0.0 0.0 Data Elements View	Payee Status: Active Plan Type: Pension Location: Special Handling: Administrator: W Forecashinstaliment		
ode (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital Status (SD551)	EÎ
oue (50,000)	outras (ob tob)	CHARLES IN STRATE AND AN ADDRESS OF THE						
EDTX	Active	FEDERAL TAX	Federal	Fed/st Withhold	0.00	FEDTX	Married, Joint	
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 All information is then reset within the forms and the grey box holding Gross Payment, Deductions, Net Payment, and Year-to-Date numbers is updated accordingly. You then click New to finalize the installment setup.

iome / Pa	ayee List / Payee View / Installment View]			
					N	VewCancel	
Pay	Group: 170030001080	Gross Payment:	3,000.00	Pay Group Name	DEMO BENEFIT	PATMENT	
	Payee: 010001112	Deductions:	190.45	Payee Status:	Active		
Installment N	Aumber: 1 Installment Type: Fixed Payment	Net Payment:	2,809.55	Plan Type:	Pension		
	Name: ATEST, AARON	Year to Date:	0.00	Location:			
	Status: Active			Special Handling:			
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New Installment Setup: Retro Payments

1. Click Installment List from the Home screen.

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Master File Pay Group List Payee List Installment List Payment List Check List	Reports Create Pending Reports Download	Utilities Waiting to Process

2. Find the payee and installment payment recipient you need to add a Retro Payment for and select View.

Hom	e / Installmen	n List							
Availat	ole List				Filters			Refresh	
	Pay Group: Payee:	170030001080 010001112			Stat Next Pay D Frequer	ate:			
View	Pay Group	Payee	Frequency	Status	Next Pay	Name	Gross	Install	Fund Contro
<u>riew</u>	170030001080	010001112	Monthly	Active	03/01/2021	ATEST, AARON	3,000.00	0000001	Yes
iew	170030001080	111111111	Monthly	Inactive	02/01/2016	BROWER, BENNY CAN	2,500.00	0000001	Yes
iew	170030001080	111111119	Monthly	Active	04/01/2020	PAYEE, TEST	100.00	0000001	Yes
lew	170030001080	111222333	Monthly	Active	03/01/2021	SEPTEMBER, TEST	1,600.00	0000001	Yes
iew	170030001080	111223333	Monthly	Active	03/01/2021	BLANK NAME	1,039.12	0000001	Yes
ew	170030001080	111335555	Monthly	Inactive	01/01/2017	TEST, S.A.	1,500.00	0000001	Yes
iew	170030001080	115151115	Monthly	Inactive	08/01/2011	TEST, A M	10,000.00	0000001	Yes
ew.	170030001080	120001111	Monthly	Deleted	11/01/2003	CURRENT, BENEFIT	1,500.00	0000001	Yes
ew	170030001080	121212121	Monthly	Inactive	07/01/2018	SMITH, JOHN	2,000.00	0000001	Yes
	47000004000	*******	****	for a string	44104/0040	TEAT A B	1 FAR AR	0000004	Mare



3. In the Installment View screen, select Add Retro.

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Home / In	nstallmer	nt List / Inst	tailment View										
										5	Submit	Cancel	
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Home Altern	nate Pay	ment Funds	Deductions	Taxability User Defin	ed Fields(UDF)	Maintenance Data Eler	ments View	Forecast Ir	nstallm	ent Add	Off-Cycle	Add Retro	
The current in	nstailmen	t is using the P	ayee Name and	Address.		Alt Addr 2 Alt Addr 3	Alt Addr 4 A	lt Addr 5 Alt Addr 6	Alt Ad	ldr 7 Alt Ad	idr 8 Alt Ad	dr 9 Alt Addr 10	
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Payee Add	ress					Active Address:						AD02	
Payee Add Name:	ATEST, A	ARON				Active Address:	1					AD02	
Payee Add Name: Address:	ATEST, A 1518 LAIP	ARON NE STREET				Active Address:						AD02	
Payee Add Name: Address: City:	ATEST, A 1518 LAIP	ARON NE STREET		State: OH Zip:	44076	Active Address:			5	itate:	Zip:	AD02	
Payee Add Name: Address: City: Country:	ATEST, A 1518 LAIP ORWELL	ARON NE STREET		State: OH Zip:	44076 Foreign:	Active Address: Name: Address: Address: City: Country:			S	itate:	Zīp:	AD02	
Payee Add Name: Address: City: Country:	ATEST, A 1518 LAIP ORWELL	ARON NE STREET		State: OH Zip:	44076 Foreign:	Active Address: Name: Address: City: Country: Account:			S	itate:	Zip:	AD02	
Payee Add Name: Address: City: Country:	ATEST, A 1518 LAIM	ARON NE STREET		State: OH Zip:	44076 Foreign:	Active Address: Name: Address: City: Country: Account:			S	itate:	Zip:	AD02	
Payee Add Name: Address: City: Country:	ATEST, A 1518 LAIP ORWELL	ARON NË STREET		State: OH Zip:	44076 Foreign:	Active Address: Name: Address: Caty: Country: Account:			5	itate:	Zīp:	AD02	
Payee Add Name: Address: City: Country: Control	ATEST, A 1518 LAIM ORWELL Quency:	ARON NE STREET	×	State: OH Zip:	44076 Foreign:	Active Address: Name: Address: Address: Address: City: Country: Account: Tax Information	Tax Type:	1099R	\$	tate:	Zip:	AD02	
Payee Add Name: Address: City: Country: Control Free Annuity De	ATEST, A 1518 LAIP ORWELL quency: finition:	ARON NE STREET Monthly	×	State: OH Zip:	44076 Foreign: 0 91/29/2021 12/31/9999	Active Address: Name: Address: Address: Address: Address: City: Country: Account: Tax Information	Tax Type: PR Category:	1099R 7-Normal	5 ~ ~	tate:] Zip;	AD02	
Payee Add Name: Address: City: Country: Control Free Annuity De	ATESS ATEST, A 1518 LAIP ORWELL Quency: finition: Reason:	ARON NE STREET Monthly	~	State: OH Zip:	44076 Foreign: 01/29/2021 12/31/9999 03/01/2021	Active Address: Name: Address: Address: Address: Address: City: Country: Account: Tax Information	Tax Type: IR Category:	1099R 7-Normal	> > >	tate:	Zīp:	AD02	
Payee Add Name: Address: City: Country: Control Free Annuity De	ATEST, A 1518 LAIP ORWELL Quency: finition: Reason: Election:	ARON VE STREET Monthly	>	State: OH Zip: Start Date: Stop Date: Next Payment: Last Paid On:	01/29/2021 12/31/9999 03/01/2021	Active Address: Name: Address: City: Country: Account: Tax Information	Tax Type: JR Category:	1099R 7-Normal	s > > > > >	tate:] Zip:	AD02	
Payee Add Name: Address: City: Country: Control Free Annuity De I Payment E Payment	quency: finition: Reason: Source:	ARON VE STREET Monthly	> > >	State: OH Zip: Start Date: Stop Date: Next Payment: Last Paid On: Payments Made:	01/29/2021 01/29/2021 03/01/2021 03/01/2021 0	Active Address: Name: Address: City: Country: Account: Tax Information 1099	Tax Type: JR Category: 999Misc Box:	1099R 7-Normal	\$ * * *	tate:] Zip:	AD92	



4. Complete the appropriate fields, including number of installment payments and any notes you want associated with the payment. Click **Submit** and the Retro Payment will be added for processing.

Notes: If you want to Add Off-Cycle payment instead of a Retro payment, select the Add Off-Cycle button and you will be able to add the required information.

Use ALL UPPER CASE when entering information into the system.

/Bank 💁 🛪					001 - KEYBANK	I.A. Help HARALT - Last Login : 01/29/2021 10:24
Home / Installme	ent List / installment View					
						Submit Cancel
Pay Group:	170030001080		Gross Payment:	3,000.00	Pay Group Name:	DEMO BENEFIT PAYMENT
Payee:	010001112		Deductions:	190.45	Payee Status:	Active
Installment Number:	1 Installme	nt Type: Fixed Payment	Nel Payment:	2,809.55	Plan Type:	Pension
Name:	ATEST AARON		Year to Date:	0.00	Location:	
Status:	Active ¥				Special Handling:	
		1			Administrator:	-
ome Alternate Pay	ment Funds Deductions	Add Retro Payment			×	nent Add Off-Cycle Add Retro
he current installme	nt is using the Payee Name and					Addr 7 Alt Addr 8 Alt Addr 9 All Addr 10
		Number of Payments:	4			4000
None Lines		Process Date:	01/29/2021			AD02
Ranne: ATEST A	RARON	Adjustment: [2			
Address: 1518 LA	INESTREET	Notes:	NOV 20, DEC 20, JAN 21			
		(AND FEB 21			
City: ORWELL						State: Zio:
Country:						Foreign:
				6		
Cantrol				Subr	Cancel	
Frequency:	Monthly 👻	Start Date: 01/29/202	T	Tax Type:	10998	
Annuity Definition:		Stop Date: 12/31/999	9	1099R Category:	7-Normal	
	~	Next Payment: 03/01/202	1			
Reason:		Last Paid On				
Reason: Payment Election:	~	Carlor P Contra Contra				
Reason: Payment Election: Payment Source:	~	Payments Made:	0	1099Misc Box:		×



New Payment Setup – Lump Sum Payments (non-rollover)

Set up a new payee within the **Lump Sum** Pay Group. Refer to the **Setting Up a New Payee** quick reference guide for instructions on how to do this.

Notes: If you have already setup a payee in the installment Pay Group and you need to also issue a lump sum payment to this payee, you will need to repeat **payee setup** in the lump sum Pay Group. The pension and lump sum Pay Groups operate independently in our benefit payment system.

You **DO NOT** need to complete the **START ccyymmdd** field on the UDF tab on the PayeeWeb screen when you setup a new payee in a lump sum Pay Group, given that they are receiving a single payment and will not need access to the PayeeWeb pensioner portal.

1. Click New Payment within the Payee View screen.

Payment Wizards					Submit	Cancei
Pay Group: L00017003000 (cc >> Payee: 010001112 Status: Active Loc: ecord Issues: Name: ATEST. AARON	Year To Date:	0.00	Pay Group Name Payments Installments Direct Deposit Plan Type Administrator	DEMO LS BENEFIT PA 0 0 No Pension	YMENT]
ome EFT Deductions Miscellaneous Web YTD User Defined Payee Address	Fields(UDF) Maintena	Tax Information	ement View	Tax Ledger New Pa	iyment	New Installment
Address: 1518 LAINE ROAD		Tax Roto State		W2 Dec 46		
		Tax Rptg Country		10425 Chpt 3 0	Verride:	
City: ORWELL State: OH	Zip: 44076	Tax Rptg Country Tax Rptg Code Foreign ID	r: Vear End V	10425 Chpt 3 O W81 W82en/V	Verride: Ben/W9: V9 Date:	v
City: ORWELL State: OH Country Code: US Country Name:	Zip: 44076	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type	K Vear End V	W2 Box 13 1042S Chpt 3 O W88 W8Ben/W W8Ben/W E	Verride: 8 Ben/W9: 8 V9 Date: 8 Xp Date: 8	· · ·
City: ORWELL State: OH Country Code: US Country Name: Foreign:	Zip: 44076	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File	x Vear End ♥ x Year End ♥ x SSN ♥ x No ♥	W2 Box 13 1042S Chpt 3 O W8Ben/W9 E	verride: Ben/W9: W9 Date: Xp Date: C	×
City: ORWELL State: OH Country Code: US Country Name: Foreign:	Zip: 44076	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File Advices	k ver K Year End v k SSN v E No v	W2 BUX H3 1042S Chpt 3 O W8Ben/W9 E1 Dates	Verride: N Ben/W9: N9 Date: N9	
City: ORWELL State: OH Country Code: US Country Name: Foreign: D	Zip: 44076	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File Advices EFT: 💟	to United States State	10425 Chpt 3 O 10425 Chpt 3 O W88en/W W88en/W E Dates Birth:	Verride: N Nerride: Ben/W9: N9 Date: N9	
City: ORWELL State: OH Country Code: US Country Name: Foreign: D Tax Name/Address Name: Address:	Zip: [44076	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File AdViCes EFF: 2 Rollover: []	to Vear End V to Year End V to SSN V to No V	10425 Chpt 3 O 10425 Chpt 3 O W88en/W W88en/W9 E Dates Birth: Participation:	Verride: N Nerride: Ben/W9: N9 Date: N9	
City: ORWELL State: OH Country Code: US Country Name: Foreign: D Tax Name/Address Name: Address:	Zip: [44075	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File AdVices EFT: 2 Rollover: []	k ver End ♥ k ver End ♥ k tr tr SSN ♥	U2 BX 19 10425 Chpt 3 O W86en/W9 E W88en/W9 E Dates Birth: Participation: Separation:	03/18/1958 03/18/1958 03/18/1958 03/01/15/020	
City: ORWELL State: OH Country Code: US Country Name: Foreign: Tax Name/Address Name: Address	Zip: (44076	Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File AdVices EFT: 2 Rollover: []	k vear End ♥ k vear End ♥ k tsSN ♥ t No ♥	10425 Chpt 3 O 10425 Chpt 3 O W8Ben/W9 E Dates Barth: Participation: Separation: Death:	Nverride: N Ben.W9: W9 Date: W9 Date: N xp Date: 03/18/1958 08/01/1500 10/15/2020	



2. Ensure the field information listed in the pop-up is correct for the payee, including the Pay Group number, payee Social Security number, and that this is a lump sum, then click the **OK** button.

eyBank 🖓 📶					. Help HARAL		
ome / PayeeList / PayeeWew							
Payment Wizards					Submit	Canc	ei
Payer: 010001112 Status: Actue • Loc: • Name: 01000	Year To Date:	0.00	Pay Group Name: Payments: Instalments: Direct Deposit: Plan Type: Administrator:	DEMOLS B 0 0 No Pension	ENEFIT PAYMENT		
Home EFT Deductions Miscellaneous Web	New Payment			×	New Payment	New Installin	ient
Payee Address	Company: 001			- 1			
Address: 1518 LAINE ROAD	Pay Group: L0001700 Payee: 01000111	3000			W2 Box 15 Codes: 5 Chpt 3 Override:	None	•
City: ORWELL Country Code: US Country Name:	Frequency: Monthly	m 💙			Willien/W9: Willien/W9 Date: IBen/W9 Exp Date:		
Foreign:			<mark>ек</mark> са	ancel			
Tax Name/Address	ADVI	25		dines.			

3. Double check that the payee information listed on the **Home** tab is correct. The address and tax information panels prepopulate based on the **Home** tab on the **Payee View** screen and should be reviewed and updated if changes are needed.

Home / Pay	vee List / Payee Viev	v / Payment \	View								
								ſ	New		ance
Pay Group:	00017003000	Pavee:	010051112	G	iross Payment:	0.00 Pa	y Group Na	me: DEMO LS BENEF	IT PAYMENT		
Name:	ATEST AARON		010001114		Rollover:	0.00	Payee Sta	tus: Active			
Status:	Held V	Process Date:	01/29/2021		Residual:	0.00	Plan T	ype: Pension			
istribution Type:	Lump Sum 👻	Frequency:		~	Deductions:	0.00 Ins	tailment C	ntri:			
Form ID:	CKL1 ¥	Account:	0000448915	~	Net Payment:	0.00 D	listribution	No: 1			
Location:		Employee					Administra	itor:			
Pay To Name Type	Residual Deductions C	Other Tax Altern	nate Payment N	Method Rollover I	Miscellaneous Loan Distrib Tax information Tax Type:	1099R	Defined Fi	elds(UDF) Maintena Reason	Code:	Elements V	iew.
Pay To Name Type: Name Address	Person Person	Other Tax Altern	nate Payment N	Method Rollover I	Miscellaneous Loan Distrib Tax Information Tax Type: Tax Year: Tax Reporting State:	1099R 2021 OH	Cetined Fi	elds(UDF) Maintena Reason Percent of Roth First Contrib	Code: Code: Data H	Elements V	iew V
Pay To Name Type Address	Person Person FATEST AARON IS18 LAINE ROAD	Other Tax Attern	nate Payment N	Method Rollover I odate Payee Address	Miscellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country:	1099R 2021 OH	Cetined Fi	elds(UDF) Maintena Reason Percent of Roth First Contrib IRR Am	Code:	Elements V	iew.
Pay To Name Type Name Address	Person Person FATEST AARON IS18 LAINE ROAD	Other Tax Attern	nate Payment N	Method Rollover I	Miscellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code:	1099R 2021 OH Year End	Vetined Fi	elds(UDF) Maintena Reason Percent o Roth First Contrib IRR An Divid	Code:	Elements V 0.00 0.00 0.00	iew
Pay To Pay To Name Type Name Address	Person P	Other Tax Altern	State: OH	Aethod Rollover I odate Payee Address	Miscellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: County: Tax Reporting Code: 1099R Category:	1099R 2021 OH Year End 7-Normal	v v	elds(UDF) Maintena Reason Percent o Roth First Contrib IRR An Divid Int	Code:	Elements V 0.00 0.00 0.00 0.00 0.00	iew
Pay To Pay To Name Type Address City Country Name	Person P	Other Tax Altern	State: OH	Aethod Rollover I odate Payee Address Zilp: 44076 Foreign:	Miscellaneous Loan Distribution Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code: 1099R Category:	1099R 2021 OH Year End 7-Normal	v v	elds(UDF) Maintena Reason Percent o Roth First Contrib IRR An Divid Int	Code:	Elements V 0.00 0.00 0.00 0.00	1ew
Pay To Pay To Name Type Name Address City Country Name Check	Residual Deductions (Person V RTEST AARON 1519 LAINE ROAD ORWELL	Other Tax Altern	Dup State: OH	Aethod Rollover I odate Payee Address Zip: 44076 Foreign:	Miscellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code: 1099R Category: 1042S	1099R 2021 OH Year End 7-Normal	v v	etds(UDF) Maintena Reason i Percent of Roth First Contrib IRR An Divid Int	Ance Data #	Elements V 0.00 0.00 0.00 0.00	1ew
Pay To Pay To Name Type Name Type Address Crky Country Name Check Special Hi	Residual Deductions (Person V EATEST AARON 1 1518 LAINE ROAD ORWELL	Other Tax Altern	nate Payment N	Aethod Rollover I odate Payee Address Zip: 44076 Foreign:	Miscellaneous Loan Distribution Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting State: 1099R Category: 1042S 1042S	1099R 2021 OH Year End 7-Normal	v v	elds(UDF) Maintena Reason Percent of Roth First Contrib IRR An Divid Int	ance Data f	Elements V 0.00 0.00 0.00 0.00	lew
Pay To Pay To Name Type Name Address City Country Name Check Special Hi	Accidual Deductions C Person Person C ETEST AARON 1518 LAINE ROAD C ORWELL C Source: Distribution	Other Tax Altern	State: OH	Aethod Rollover I odate Payee Address Zip: 44076 Foreign:	Miscellaneous Loan Distribution Tax Information Tax Information Tax Reporting State: Country: Tax Reporting State: Country: Tax Reporting Code: 1099R Category: 1042S 1042S Chapter 3 Exe	toose	v v	elds(UDF) Maintena Reason Percent of Roth First Contrib IRR An Divid Int	ance Data f	Elements V 0.00 0.00 0.00 0.00	iew



4. Click on the Funds tab, then click the Select a fund to add dropdown to select the fund to be used. Upon selecting the fund to use, it will appear, and you can update the Amount field. The remaining fields do not need to be updated unless you are distributing securities.

Pay Group: Name: Status: tribution Type: Form ID:	L00017003000 ATEST. AARON Held V Lump Sum V	Process Date:	010001112		Gross Payr Roll	nent: over:	0.00	Pay Group Name: DEMO LS BENE Payee Status: Active	EFIT PAYMENT
Name: Status: tribution Type: Form ID:	ATEST, AARON Held 💙 Lump Sum 💙	Process Date:	01/29/2021		Roll	over:	0.00	Payee Status: Active	
Status: tribution Type: (Form ID: (Held 💙 Lump Sum 💙	Process Date:	01/29/2021						
tribution Type:	Lump Sum 🗸	Frequency			Resi	dual:	0.00	Plan Type: Pension	
Form ID:		i reducire).		~	Deduc	tions:	0.00	Installment Cntri:	
	CKL1 🛩	Account:	0000448915	~	Net Payn	nent:	0.00	Distribution No: 1	
Location:	Residual Deductions	Other Tax Altern	nate Payment	Method	Rollover Miscellan	eous Loan Distrit	ution Use	r Defined Fields(UDF) Mainte	nance Data Elements View
Fund ID (DF0:	32) Status (DF102) Descript	tion (DF705)		Amount (DF710)	Value Shares Dis	st (DF747)	Cost Shares Dist (DF748)	Num Shares Dist (DF749)
DEGUNAR	Active 🐱	REGULAR			500d0 00	0.	00	0.00	0.0000

5. Click on the **Deductions** tab which prepopulates with data from the **Deductions** tab on the **Payee View** screen. If needed, make sure that the marital status and number of exemptions align with the tax forms received from the payee. You can then select the **Compute** button to automatically populate the state and federal tax information associated with the payee.

			·								New	Cancel
Pay Group:	L00017003000		Payee:	010001112		Gross	Payment: 5	0,000.00	Pay Group	Name: DEMOLS	BENEFIT PAYMEN	IT
Name:	ATEST. AARON						Rollover:	0.00	Payee S	tatus: Active		
Status:	Held	~	Process Date:	01/29/2021			Residual: 5	0,000.00	Plan	Type: Pension		
tribution Type:	Lump Sum	*	Frequency:		*	0	eductions:	0.00	Installment	Cntri:		
Form ID:	CKL1	~	Account:	0000448915	~	Net	Payment: 5	0,000.00	Distributio	m No: 1		
Location:	Residual De	duction	Employee Number: s Other Tax Alterr	nate Payment	Method	Rollover Misce	ellaneous Loan Dist	ribution Us	Adminis ser Defined I	Fields(UDF)	faintenance Dat	a Elements View
Location: ome Funds I Compute	Residual De	duction	Employee Number: s Other Tax Altern	nate Payment	Method	Rollover Misce	ellaneous Loan Dist	ribution Us	Adminis ser Defined	Fields(UDF) N	Naintenance Dat	a Elements View
Location: ome Funds I Compute Code (PD086 FEDTX	Residual De	D102)	Employee Number: s Other Tax Alterr Description (FEDERAL TAX	nate Payment n (PD501)	Method C:	ategory (PD506)	Method (PD515) Fedrat Withhold ~	ribution Us Amount	Adminis ser Defined t (PD503) 0.00	Fields(UDF) N Withholding FEDTX	taintenance Dat Payee (PD545)	A Elements View



6. Click the Alternative Payment Method tab if the payee has requested the payment to be processed through an Electronic Funds Transfer (EFT). Enter the appropriate information as needed (destination must be changed to direct deposit, enter the routing number and account number, etc.).

Note: The routing number is cross-referenced against a list of valid routing numbers and will automatically return an error message if the routing number does not exist.

									New		Cancel
Pay Group:	L00017003000	Payee:	010001112		Gross Payment:	50,000.00	Pay Group Name:	DEMO LS B	ENEFIT PAYME	INT	
Name:	ATEST, AARON				Rollover:	0.00	Payee Status:	Active			
Status:	Heid 🗸	Process Date:	01/29/2021		Residual:	50,000.00	Plan Type:	Pension			
tribution Type:	Lump Sum 🗸	Frequency:		~	Deductions:	11,267.56	Installment Cntri:				
Form ID:	CKL1 ¥	Account	0000448915	~	Net Payment:	38,732.44	Distribution No:	1			
Location		Employee	-				Administrator:				
EFT/Wire	Residual Deduct	Number:	nate Payment	Method Rollover	Miscellaneous Loa	an Distribution I	Jser Defined Fields	(UDF) Mai	ntenance Da	ata Eleme	ents View
EFT/Wire	Residual Deduct	Number:	nate Payment	Method Rollover	r Miscellaneous Loa	an Distribution (Jser Defined Fields	(UDF) Mai	ntenance Da	ata Eleme	ents View
EFT/Wire	Residual Deduct	Number: tions Other Tax Alter Payee	nate Payment	Method Rollover	r Miscellaneous Loa	an Distribution 1	Jser Defined Fields	(UDF) Mai Memo Ch Numb	ntenance Da eck er: 0	ata Eleme	ents View
EFT/Wire	Residual Deduct Destination: Account Type:	Number: tions Other Tax Atter Payee v Checking v	nate Payment	Method Rollover	r Miscellaneous Loa s	an Distribution 1	Jser Defined Fields	(UDF) Mai Memo Ch Numb Da	ntenance Da eck er: 0 te: [ata Eleme	ents View
EFT/Wire	Residual Deduct Destination: Account Type: Routing/Transit:	Number: tions Other Tax Alter Payee v Checking v 041215032 I	nate Payment	Method Rollover	s	in Distribution I	Jser Defined Fields	(UDF) Mar Memo Ch Numb Da	ntenance Da eck er: 0 te:	ata Eleme	ents View
EFT/Wire	Residual Deduct Destination: Account Type: Routing/Transit (Account	Number: tions Other Tax Alter Payee v Checking v 941215032 T 2780656976	nate Payment	Method Rollover	r Miscellaneous Loa	n Distribution 1	Jser Defined Fields	(UDF) Mai Memo Ch Numb Da	ntenance Da eck er: 0 te:	ata Eleme)
EFT/Wire Secondary	Residual Deduc Destination: Account Type: Routing/Transit: Account: Routing Number:	Number: tions Other Tax Alter Payee v Checking v 041215032 <u>1</u> 2780656976	nate Payment	Method Rollover	r Miscellaneous Loa	in Distribution 1	Jser Defined Fields	(UDF) Mai Memo Ch Numb Da	ntenance Da eck er: 0 te:	ata Eleme	ents View
EFT/Wire Secondary	Residual Deduc Destination: Account Type: Routing/Transit: Routing Number: mation	Number: tions Other Tax Alter Payee v Checking v G41215032 <u>1</u> 2730656976	nate Payment	Method Rollover	s	an Distribution 1	Jser Defined Fields	(UDF) Mar Memo Ch Numb Da	ntenance Da eck er: 0 te: 1	ata Eleme	ents View
EFT/Wire EFT/Wire Secondary IAT Bank Info Bank Name:	Residual Deduc Destination: Account Type: Routing/Transit: Account: Routing Number: rmation	Number: tions Other Tax Alter Payee v Checking v OH1215032 T 2780656976	nate Payment	Method Rollover	s Miscellaneous Loa	an Distribution 1	Jser Defined Fields	(UDF) Mai Memo Ch Numb Da	ntenance Da eck er: 0 te:	ata Eleme]]



7. Click **New** to submit the new payment. You will receive a confirmation message confirming the payment request has been entered.

leyBank 🔷 🐨				001 - KEYBANK N.A.	Help HARALT - Last	Login : 01/29/2021 10:2
Home / Payee List / Payee View	/ Payment View					
					Submi	t Cancel
Pay Group: 100017003000	Payee: 010001112	Gross Payment:	50,000.00	Pay Group Name: D	EMO LS BENEFIT PAYME	T
Name: ATEST AARON		Rollover:	8.00	Payee Status: A	ctive	
Status: Head	Process Date: 01/29/2021	Residual:	50,000.00	Plan Type: P	ension	
Distribution Type: Lump Sum	Frequency:	Deductions:	11,267.56	Installment Critri:		
Form ID: CKL1 V	Account: 0000448915 -	Net Payment:	38,732.44	Distribution No: 1		
Location:	Employee			Administrator		
	Payment Message			х		
Home Funds Residual Deductions Oth	ner Tax			-	DF) Maintenance Da	a Elements View
	DEQUEST BROCESSED	CHOOLE COELINY				
Name Type: Person 🗸	REQUEST PROCESSED S	BUCCESSFULLI			Reason Code:	~
Name: ATEST AARON					Percent of Dist:	0.00
Address: 1518 LAINE ROAD					oth First Contrib Date:	
				Close	IRR Amount:	0.00
			1904 A		Dividends:	0.00
City: ORWELL	State: OH Zip: 44076	10995	Category: 7-Non	mal 🗸	Interest:	0.00
Country Name: () Fore	ign: 📋		~		

Note: You can double check and see pending lump sum payments by navigating back to the PayWeb Home menu and selecting **Payment List**. This pulls up a full list of pending lump sum payments and allows you to select individual payments if needed. Payments in **Held** status can be updated as well, by selecting an individual payment, changing any of the details within the payment, and reclicking **Submit** to update.

File	Reports	Utilities	
Pay Group List	Create	Waiting to Process	
Payee List	Pending Repo		
Installment List	Download		
Paymont List		KeyBank 🐎	Login : 01/2
Check List		Home / Payment List	
		Available List P Betrs Pay torup: Libor Thrushold Payment: Biogenitiz Payment: P Biogenitiz	Refres
		View Pay Group Payee Date Type Status Gross Deductions Net Distribution Payment Form	
		100017803000 010001112 01/26/2021 Lump Sum Heat 50.000.00 11.267.56 38,732.44 0000001 0000001 CHL1 A3	TEST, AARI



New Payment Setup - Lump Sum Payments (rollover)

8. Set up a new payee within the Lump Sum Pay Group. Refer to the Setting Up a New Payee quick reference guide for instructions on how to do this.

Notes: If you have already set up a payee in the **Installment** Pay Group and you need to also issue a lump sum payment to this payee, you will need to repeat payee setup in the lump sum pay group. The pension and lump sum pay groups operate independently in our benefit payment system.

You **DO NOT** need to complete the **START ccyymmdd** field on the **UDF** tab on the PayeeWeb screen when you set up a new payee in a lump sum Pay Group, given that they are receiving a single payment and will not need access to the PayeeWeb pensioner portal.

9. Click New Payment within the Payee View screen.

Payment Wizards					Submit	Cancei
Pay Group: L00017003000 << >>> Payee: 010001112 Status: Active Loc: Loc: Loc: Name: ATEST.AARON	Year To Date:	0.00	Pay Group Name Payments Installments Direct Deposi Plan Type Administrato	E DEMO LS BENEFIT PA	YMENT]
Payee Address	ed Fields(UDF) Maintena	Tax Information	ement view	Tax Leoger New Pa	iyment	New installment
Address: 1518 LAINE ROAD						
		Tax Rptg State Tax Rptg Country Tax Rptg Code	COH	W2 Box 15 1042S Chpt 3 O W8	Codes: N	one v
City: ORWELL State: OH	Zip: 44076	Tax Rptg State Tax Rptg Country Tax Rptg Code Foreign ID	COH C Year End →	W2 Box 15 10425 Chpt 3 O W8 W8Ben/V	i Codes: Ni Werride: Ben/W9: W9 Date: W9	one v
City: ORWELL State: OH Country Code: US Country Name:	Zip; 44076	Tax Rptg State Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type	CH Year End V SSN V	W2 Box 15 10425 Chpt 3 O W8 W8Ben/W W8Ben/W9 E	Verride:	one V
City: ORWELL State: OH Country Code: US Country Name: Foreign:	Zip: 44076	Tax Rptg State Tax Rptg Country Tax Rptg Code Foreign ID Social Security Type W4P On File	Year End V SSN V	W2 Box 15 10425 Chpt 3 O W8Ben/W W8Ben/W9 E	Verride: No Nerride: Ben/W9: W9 Date: W	one •
City: ORWELL State: OH Country Code: lus Country Name: Foreign:]	Zip: 44076	Tax Rptg State Tax Rptg Code Foreign ID Social Security Type W4P On File Advices	COH Year End ▼ SSN ▼ No ▼	W2 Box 15 10425 Chpt 3 O W8 W8Ben/W9 Ei Dates	verride: Nerride: Ben/W9: W9 Date: State: St	one v
City: ORWELL State: OH Country Code: US Country Name: Foreign:] Tax Name/Address Name:	Zip: 44076	Tax Rptg State Tax Rptg Code Foreign ID Social Security Type W4P On Fale AdVices EFT:	COH C Year End V SSN V No V	W2 Box 15 10425 Chpl 3 O W8 W8Ben/W9 E Dates Birth:	Codes: N: werride: Ben/W9: V9 Date: V9 Date: V9 Date: 03/18/1958	one v
City: ORWELL State: OH Country Code: US Country Name: Foreign:] Tax Name/Address Name: Address;]	Zip: 44076	Tax Rptg State Tax Rptg Code Foreign ID Social Security Type W4P On Fale AdVices EFT: Rollover:	COH Vear End V SSN V No V	W2 Box 15 10425 Chpl 3 O W8 W8Ben/W9 E Dates Birth: Participation:	Codes: N: werride: Ben/W9: W9 Date: W9 Date: W9 Date: 03/18/1958	
City: ORWELL State: OH Country Code: US Country Name: Foreign:] Tax Name/Address Name: Address:	Zip: 44076	Tax Rptg State Tax Rptg Code Foreign ID Social Security Type W4P On File Advices EFT: Rollover:	COH	W2 Box 15 10425 Chpl 3 O W8 W8Ben/W9 E Dates Birth: Participation: Separation:	Codes: N. Werride: Ben/W9: W9 Date: xp Date: 03/18/1958 08/01/1980 10/15/2020	200 V
City: ORWELL State: OH Country Code: US Country Name: Foreign:] Tax Name/Address Name: Address:	Zip: [44076	Tax Rptg State Tax Rptg Code Foreign ID Social Security Type W4P On File Advices EFT: Rollover:	COH Vear End V SSN V No V	W2 Box 15 10425 Chpl 3 O W8 W8Ben/W9 El Dates Dates Birth: Participation: Separation: Death:	Codes: N. Werride: Ben/W9: W9 Date: W9 Date: W9 Date: M9	2020 V



10. Ensure the field information listed in the pop-up is correct for the payee, including the Pay Group number, payee Social Security number, and that this is a lump sum. Click the **OK** button.

and a second					[
ayment Wizards					Submit		ancei
Pay Group: Loop 17003000 ee	Year To Date:	0.00	Pay Group Name: Payments: Installments: Direct Deposit: Plan Type: Administrator:	DEMOLSE 0 No Pension	SENEFIT PAYMENT		
Aditional Miscellaneous Web	d New Payment			×	New Payment	New Ins	tailment
Payee Address	Company: 001						
Address: 1518 LARE ROAD	Pay Group: 40001 Payee: 01000 Distribution Type: 1400	7003000 1112 Sum V			W2 Box 15 Codes: IS Chpt 3 Override: Willien/W9:	None	~
City: ORWELL	Frequency: Month	27 v			W@Ben/W9 Date:		

11. Double check that the payee information listed on the **Home** tab is correct. The address and tax information panels prepopulate based on the Home tab on the **Payee View** screen and should be reviewed and updated if changes are needed.

											Ne	ew	Cancel
Pay Group:	L00017003000		Payee:	010001112		Gross	: Payment:	0.00	Pay Group Nar	ne: DEMO L	S BENEFIT PAY	MENT	
Name:	ATEST, AARO	v				1.00	Rollover:	0.00	Payee Stat	us: Active			
Status:	Held	~	Process Date:	01/29/2021			Residual:	0.00	Plan Ty	pe: Pension			
stribution Type:	Lump Sum	~	Frequency:		v		Jeductions:	0.00	Installment Cn	tri:			
Form ID:	CKL1	~	Account:	0000448915	*	Net	l Payment:	0.00	Distribution (No: 1			
Location:			Employee						Administrat	lor:			
Pay To Name Typ Nam	E Person	▼ ION	OBEL TAX POET		Update	od Rollover Misc Payee Address	ellaneous Loan Distrib Tax information Tax Type: Tax Year:	1099R 2021	er Defined Fie	ids(UDF) I	Maintenance Reason Code:	Data Eleme	ents View
Pay To Name Typ Nam Addres	E Person E (ATEST AAF E 1518 LAINE	V ION ROAD			Update	Payee Address	ellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country:	1099R 2021 OH	v	ids(UDF) 1 Roth Firs	Maintenance Reason Code: Percent of Dist: t Contrib Date: IRR Amount:	Data Eleme	•nts View
Pay To Name Typ Nam Addres	E Person HTEST AAP	V ION ROAD			Update	Payee Address	Tax Information Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code:	1099R 2021 OH Year End	v	ids(UDF) 1 Roth Firs	Maintenance Reason Code: Percent of Dist: t Contrib Date: IRR Amount: Dividends:	Data Eleme	•nts View •
Pay To Name Typ Nam Addres Cit	8: Person 8: ATEST AAR 5: 1518 LAINE 7: ORWELL	V ROAD		State: OH	Update Zip: [Payee Address	Tax Information Tax Information Tax Year: Tax Reporting State: Country: Tax Reporting Code: 1099R Category:	1099R 2021 OH Year End 7-Normal	v l	ids(UDF) 1 Roth Firs	Maintenance A Reason Code: Percent of Dist: t Contrib Date: IRR Amount: Dividends: Interest:	0.00	0.00 0.00 0.00
Pay To Name Typ Nam Addres Cit Country Nam	8: Person 8: ATEST AAR 8: 1518 LAINE 9: ORWELL 8:	V ROAD		State: OH	Update	Payee Address	ellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code: 1099R Category:	1099R 2021 OH Year End 7-Norma	v	ids(UDF) 1 Roth Firs	Maintenance A Reason Code: Percent of Dist: t Contrib Date: IRR Amount: Dividends: Interest:	0.00	0.00 0.00 0.00
Pay To Name Typ Nam Addres Cit Country Nam Check	E Person E ATEST AAR I 1518 LAINE	V ION ROAD		State: OH	Update	Ad Rollover Misc Payee Address	ellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code: 1099R Category: 1042S	1099R 2021 OH 7-Norma	v	ids(UDF) 1	Maintenance Reason Code: Percent of Dist: t Contrib Date: IRR Arnount: Dividends: Interest:	0.00	• 0 00 0 00 0 00
Pay To Name Typ Nam Addres Cit Country Nam Check Special I	R: Person R: ATEST AAR R: 1516 LAINE C ORWELL R: Source: DH	V ION ROAD		State: OH	Update Zip:	Payee Address	ellaneous Loan Distrib Tax Information Tax Type: Tax Reporting States: Country: Tax Reporting Code: 1099R Category: 1042S 1042S Chapter 3 Exe	1099R 2021 OH Year End 7-Norma	v	ids(UDF) 1	Maintenance Reason Code: Percent of Dist: t Contrib Date: IRR Amount: Dividends: Interest:	0.00	v v v v
Pay To Name Typ Nam Addres Cit Country Nam Check Special I Payment	8: Person 8: ATEST AAR 8: 1518 LAINE 7: ORWELL 8: 1 Aandling: Dis Source: Dis Election:	V ION ROAD		State: OH	Update Zip:	Payee Address	ellaneous Loan Distrib Tax Information Tax Type: Tax Reporting State: Country: Tax Reporting Code: 1099R Category: 1042S 1042S Chapter 3 Exe 1099Misc	1099R 2021 OH Year End 7-Normal	v	ids(UDF) 1	Mainlenance Reason Code: Percent of Dist: Contrib Date: IRR Amount: Dividends: Interest:	0.00	• 0 00 0 00 0 00



12. Click on the Funds tab, then click the Select a fund to add dropdown to select the fund to be used. Upon selecting the fund to use, it will appear, and then you can update the Amount field. The remaining fields do not need to be updated unless you are distributing securities.

Pay Group:	L000170030	00	Payee:	010001112		Gross Payn	ent:	0.00	Pay Group Name: DEMO LS BER	NEFIT PAYMENT
Name:	ATEST, AAR	ON				Rolle	over:	0.00	Payee Status: Active	
Status:	Held	~	Process Date:	01/29/2021		Resi	Jual:	0.00	Plan Type: Pension	
ribution Type:	Lump Sum	~	Frequency:		~	Deduc	lions:	0.00	Installment Cntri:	
Form ID:	CKL1	~	Account:	0000448915	~	Net Payn	ent:	0.00	Distribution No: 1	
Location:			Employee						Administrator:	
elect a funds	Residual I 1 ¥ 132) Stati	Deductions us (DF102)	Other Tax Alten Descript	nate Payment	Method	Amount (DF710)	eous Loan Die Value Shares	Stribution Us	er Defined Fields(UDF) Maint	Itenance Data Elements View
Funds lect a fund to ado Fund ID (DF0 REGULA1	Residual 1 1 V 132) Statu Adl	Deductions us (DF102) ve v	Other Tax Alten Descript	nate Payment tion (DF705)	Method	Rollover Miscelland Amount (DF710)	Value Shares	Stribution Use Dist (DF747)	er Defined Fields(UDF) Maint Cost Shares Dist (DF748) 000	Num Shares Dist (DF749,
Hect a fund to add	Residual I 1 ~ 132) Stati	Deductions us (DF102) ve v	Other Tax Alten Descript	nate Payment	Method	Rollover Miscelland Amount (DF710)	Value Shares	Stribution Use Dist (DF747)	er Defined Fields(UDF) Maint Cost Shares Dist (DF748) 0 00	Num Shares Dist (DF749)
ne Funds lect a lund to add	Residual I 1 V 132) Stati	Deductions us (DF102) ve	Other Tax Alten Descrip	nate Payment	Method	Rollover Miscelland Amount (DF710)	Value Shares	stribution Us Dist (DF747)	er Defined Fields(UDF) Maint) Cost Shares Dist (DF748) 0 00	Num Shares Dist (DF749,
ect a funds ect a fund to add fund ID (DF0 REGULA1	Residual I 1 ~ 132) Stati	Deductions us (DF102) ve	Other Tax Alten Descript	nate Payment	Methoo	Rollover Miscelland Amount (DF710)	Value Shares	Dist (DF747)	er Defined Fields(UDF) Maint) Cost Shares Dist (DF748) 0.00	Num Shares Dist (DF749)

13. Since you are doing a Rollover distribution, there is nothing for you to do in the **Deductions** tab.



14. In the **Rollover** tab, **Address-Rollover** panel, enter the rollover institution name. The first line of the address should be populated with, **FBO Payee Name**, then the mailing address below.

Note: The rollover account number must be updated at the bottom of the panel. If we don't have the rollover account number, the rollover institution will not know what account the check should be deposited into, and we will have to send the rollover check to the payee. It would then be the payee's responsibility to forward the rollover check to the correct institution.

Hame I Perce	an Lint / Davan Mary / Davanti	Real Contract of C							
Home / Paye	ee List 7 Payee view 7 Payment v	view							
					Ne	ew Cance			
Day Group: 14	Davas-	010000110	Gross Payment: 10	0,000.00 Pay Gro	up Name: DEMO LS BENEFIT PAY	MENT			
Name: 12	TEST ANDON	010001112	Rollover:	0.00 Paye	e Status: Active				
Statue: H	Drorose Date:	61/20/2021	Residual: 10	0,000.00 P	lan Type: Pension				
stribution Type:	Here Sum Y Frequency:	01/29/2021	Deductions:	0.00 Installm	Installment Cntrl:				
Form ID:	CKI 1 Y Account:	0000448915	Net Payment: 100,000.00 Distribution No: 2 Administrator:						
Contract C	Employee	000010313							
Location:	Number:								
Address Payme	ant Method Deduction Miscellaneous	Rollover 1 Rollover	2 Rollover 3 Rollover 4 Roll	over 5		Delete Rollover 1			
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Address Payme Rollover Informat Name:	ent Method Deduction Miscellaneous tion .	Rollover 1 Rollover	2 Rollover 3 Rollover 4 Roll Distribution Grid	over 5	Tax Information Tax Reporting Code:	Delete Rollover 1 Year End V			
Address Payme Rollover Informat Name: Address:	ent Method Deduction Miscellaneous tion (ANY BANK USA (FBO AARON ATEST	Rollover 1 Rollover	2 Rollover 3 Rollover 4 Roll Distribution Gre Deduction	over 5	Tax Information Tax Reporting Code: 1099R Category:	Delete Rollover 1 Year End V			
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Address Payme Rollover Informat Name: Address: City:	ent Method Deduction Miscellaneous tion ANY BANK USA FBO AARON ATEST 47 RAINBOW FARM ROAD YARMOUTH	Rollover 1 Rollover UDF Data Element View State: ME Zip: 04096-833	2 Rollover 3 Rollover 4 Roll Distribution Gr Deductio Employee Contributi Housing Allowar	over 5	Tax Information Tax Reporting Code: 1099R Category: Roth First Contrib Date: Reason Code:	Vear End Vea			
Address Payme Rollover Informat Name: Address: City: Country Name:	Int Method Deduction Miscellaneous Ition ANY BANK USA FBO AARON ATEST 47 RAINBOW FARM ROAD YARMOUTH YARMOUTH	Rollover 1 Rollover UDF Data Element View State: ME Zip: 04096-833 Forei	2 Rollover 3 Rollover 4 Roll Distribution Distribution Grr Deductio Employee Contribution T Housing Allowar an:	over 5 oss: 100.00 ons: 0.00 Net: 0.00 oss: 0.00 cce: 0.00	Tax Information Tax Reporting Code: 1099R Category: Roth First Contrib Date: Reason Code: 10425 Chp 3 Exempt Code:	Vear End V			
Address Payme Rollover Informat Name: Address: City: Country Name: Name Type:	ent Method Deduction Miscellaneous tion ANY BANK USA FBO AARON ATEST 47 RAINBOW FARM ROAD YARMOUTH Company V	Rollover 1 Rollover UDF Data Element View State: ME Zip: (04095-83) Forei Forei	2 Rollover 3 Rollover 4 Roll Distribution Gr Deductio Employee Contributio Thousing Allowar	over 5	Tax Information Tax Reporting Code: 1099R Category: Roth First Contrib Date: Reason Code: 1042S Chp 3 Exempt Code:	Vear End V Vear End V			
Address Payme Rollover Informat Name: Address: City: Country Name: Name Type: Rollover Acco	ent Method Deduction Miscellaneous tion ANY BANK USA FBO AARON ATEST 47 RAINBOW FARM ROAD YARMOUTH Company • Junt: 2780656976	Rollover 1 Rollover UDF Data Element View State: ME Zip: 04096-033 Forei	2 Rollover 3 Rollover 4 Roll Distribution Distribution Gre Deductio Employee Contributio Housing Allowar Check	over 5	Tax Information Tax Reporting Code: 1099R Category: Roth First Contrib Date: Reason Code: 1042S Chp 3 Exempt Code:	Delete Rollover 1			



15. In the Distribution panel, enter the gross amount of the rollover in the Gross field.

Pay Group										
Pay Group								N	ew	Cance
1 al aroup	L00017003000	Payee:	010001112		Gross Payment:	100,000.00	Pay Group	Name: DEMO LS BENEFIT PAY	MENT	
Name	ATEST, AARON				Rollover:	0.00	Payee S	Status: Active		
Status	Held 🗸	Process Date:	01/29/2021		Residual:	100,000.00	Plan	n Type: Pension		
tribution Type	Lump Sum 🖌	Frequency:		~	Deductions:	0.00	Installment	t Cntrl:		
Form ID	CKL1 🗸	Account:	0000448915	~	Net Payment:	100,000.00	Distributi	ion No: 2		
Location		Employee					Adminis	strator:		
ome Funds	Residual Deductions	Other Tax Altern	nate Paymen Rolk	t Method Rol	lover Miscellaneous Loa	A Rollover 5	User Defined	Fields(UDF) Maintenance	Data Elements	s View
Address Pay	Residual Deductions	Other Tax Altern	nate Paymer Rolk	over 1 Rollove	lover Miscellaneous Loa er 2 Rollover 3 Rollover	an Distribution	User Defined	Flelds(UDF) Maintenance	Data Elements Delete Rol	s View
Address Pay Rollover lafor	Residual Deductions ment Method Deducti nation	Other Tax Altern	Rolk	at Method Rollove a Element Viev	lover Miscellaneous Loa er 2 Rollover 3 Rollover w Distribution	an Distribution	User Defined	Fields(UDF) Maintenance	Data Elements Delete Rol	s View
Address Pay Rollover Infor Nar	Residual Deductions ment Method Deducti nation e: ANY BANK USA	Other Tax Altern	Rolk	nt Method Roll over 1 Rollove a Element Viev	lover Miscellaneous Loa er 2 Rollover 3 Rollover v Distribution	an Distribution 4 Rollover 5 Gross:	User Defined	Fields(UDF) Maintenance Tax Information Tax Reporting Code:	Data Elements Delete Rol	s View Ilover 1
ome Funds Address Pay Rollover Infor Nar Addre	Residual Deductions ment Method Deduction e: Any BANK USA s: FEO AARON ATEST	Other Tax Altern	Rolk	nt Method Roll	V Distribution	An Distribution A Rollover 5 Gross:	User Defined	Fields(UDF) Maintenance Tax Information Tax Reporting Code: 1099R Category:	Data Elements Delete Rol	s View llover 1
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Home Funds Address Pay Rollover Infor Nar	Residual Deductions ment Method Deducti nation e: ANY BANK USA	Other Tax Altern	nate Paymer Rolk	nt Method Roll over 1 Rollove a Element Viev	over Miscellaneous Loa er 2 Rollover 3 Rollover v Distribution	An Distribution	User Defined	Fields(UDF) Maintenance Tax Information Tax Reporting Code:	Data Elements Delete Rol	s Vie
Home Funds Address Pay Rollover Infor Nar Addre	Residual Deductions ment Method Deduction e: Any BAIK USA s: FBO AARON ATEST 47 RAINBOW FARM RC	Other Tax Alterr	Rolk	at Method Rol over 1 Rollove a Element Viev	V V Distribution	An Distribution 4 Rollover 5 Gross: Deductions: Net: atributions:	User Defined	Fields(UDF) Maintenance Tax Information Tax Reporting Code: 1099R Category: Roth First Contrib Date:	Data Elements Delete Rol Year End	s View llover 1

16. In the Tax Information panel, enter and update the 1099R Category, using the dropdown. Note that there are two categories available. You want to use G-Direct Rollover in most instances using the first dropdown. You can also process this as a Death Benefit, by selecting Death from the first dropdown and G-Direct Rollover from the second dropdown.

Home / Faj	rec Liai / Payt	e view / Payment	a un va					Γ	New		Cancel
Pay Group:	L00017003000	Payee:	010001112	Gro	oss Payment: 10	0,000.00	Pay Group	Name: DEMO LS BENEF	T PAYMENT	r	
Name:	ATEST, AARON				Rollover: 100,000.	0,000.00	Payee				
Status:	Status: Held 💙	Process Date: 01/29/2021			Residual: 0.0		Plan Type: Pension				
istribution Type:	Lump Sum 👻	Frequency:		~	Deductions:	0.00	Installmen	ent Cntri:			
Form ID:	CKL1 🗸	Account:	0000448915	~	Net Payment:	0.00	Distribut	on No: 2			
Location: [Residual Deducti	Employee Number:	nate Payment	Method Rollover Mi	scellaneous Loan Dist	ribution 1	Jser Defined	Fields(UDF) Maintena	ince Data	Element	s View
Location:	Residual Deduction	Unter Tax Alter	nate Payment Rollov s UDF Data	Method Rollover Mi ver 1 Rollover 2 Roll Element View	scellaneous Loan Dist	ribution I	Admine	trator: Fields(UDF) Maintena	ince Data	Element: Delete Rol	s View lover 1
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Location: Home Funds F Address Paym Rollover Inform Name Address	Residual Deduction hent Method Deco attion : ANY BANK USA : FEO AARON ATES 47 RAINBOW FAR	Incline Miscellaneou:	nate Payment Rollov s UDF Data	Method Rollover Mil ver 1 Rollover 2 Roll Element View	Scellaneous Loan Dist over 3 Rollover 4 Roll Distribution Gro Deductio Employee Contributio	ribution 1 over 5 ss: ss: let: ns:	Admin: Jser Defined 100.000.00 0.00 100.000.00 0.00	Fields(UDF) Maintena Tax Information Tax Reporting 1099R Cat Roth First Contrit	Code: Yea egory: G-C Date:	Element: Delete Rol r End Direct Rollow	s View lover 1
Location: Home Funds F Address Paym Rollover Inform Name Address City	Residual Deduction tent Method Dec ation E ANY BANK USA FBO AARON ATES 47 RAINBOW FARI ARACHTH	Int MROAD	Rollov s UDF Data	Method Rollover Mil ver 1 Rollover 2 Roll Element View	scellaneous Loan Dist over 3 Rollover 4 Roll Distribution Gro Deduction Employee Contributio Housing Allowan	ribution 1 ss: ss: ns: rs: ce:	Adminis	Fields(UDF) Mainten: Tax Information Tax Reporting 1099R Cat Roth First Contril Reason	Code: Yea egory: G-C Date: Code: Cod	Element: Delete Rol r End Direct Rollow	s View



17. Click on the Alternative Payment Method tab in the case you want to process payment through an Electronic Funds Transfer (EFT). Enter the appropriate information as needed (destination must be changed to direct deposit, enter the routing number, account number, etc.). Note that if the EFT is going to the rollover institution, you will need the payee's account number at the rollover institution.

Note: The routing number is cross-referenced against a list of valid routing numbers and will automatically return an error message if the routing number does not exist.

									New	Cancel
Pay Group:	100017003000	Pavee:	010001112		Gross Payment:	50,000.00	Pay Group Name:	DEMO LS BENEFIT	PAYMENT	
Name:	ATEST AARON		eroverna.		Rollover:	0.00	Payee Status:	Active		
Status:	Held 🗸	Process Date:	01/29/2021		Residual:	50,000.00	Plan Type:	Pension		
tribution Type:	Lump Sum 🗸	Frequency:		~	Deductions:	11,267.56	Installment Cntri:			
Form ID:	CKL1 ¥	Account:	0000448915	~	Net Payment:	38,732.44	Distribution No:	: 1		
1 monthland		Employee					Administrator:			
ome Funds	Residual Deduction	s Other Tax Alter	nate Payment	Method Ro	ollover Miscellaneous Loa	n Distribution	User Defined Fields	s(UDF) Maintenan	ce Data Eleme	ents View
ome Funds	Residual Deduction	Number:	nate Payment	Method Ro	ollover Miscellaneous Loa	n Distribution	User Defined Fields	s(UDF) Maintenan Memo Check	ce Data Eleme	ents View
ome Funds EFT/Wire	Residual Deduction	Number:	nate Payment	Method Ro	ollover Miscellaneous Loa	n Distribution	User Defined Fields	S(UDF) Maintenan Memo Check Number: n	ce Data Eleme	ents View
ome Funds EFT/Wire	Residual Deduction Destination: Pay Account Type: Ch	Number:	nate Payment	Method Ro	allover Miscellaneous Loa	n Distribution	User Defined Fields	S(UDF) Maintenan Merno Check Number: 0 Date:	ce Data Elema	ents View
ome Funds EFT/Wire	Residual Deduction Destination: Pay Account Type: Che Routing/Transit: Det1	Number: s Other Tax Alter	nate Payment	Method Ro	ollover Miscellaneous Loa	n Distribution	User Defined Fields	(UDF) Maintenan Memo Check Number: 0 Date:	ce Data Elemo	ents View
EFT/Wire	Residual Deduction Destination: Pay Account Type: Chr Routing/Transit: 041; Account: 1278	Number: s Other Tax Alter ree v toking v 215032 I 3656976	nate Payment	Method Ro	allover Miscellaneous Loa	n Distribution	User Defined Fields	(UDF) Maintenan Memo Check Number: 0 Date:	ce Data Eleme	ents View
Ome Funds EFT/Wire Secondary	Residual Deduction Destination: Pay Account Type: Chr Routing/Transit: 041; Account: 2780 Routing Number:	Number:	Ar	Method Ro	ollover Miscellaneous Loa	n Distribution 1	User Defined Fields	(UDF) Maintenan Memo Check Number: 0 Date:	Ce Data Eleme)
ome Funds EFT/Wire Secondary IAT Bank Info	Residual Deduction Destination: Pay Account Type: Ch Routing/Transit: 6441 Account: 2764 Routing Number: rmation	Number:	Ad	Method Ro Idendum Re	allover Miscellaneous Loa	n Distribution 1	User Defined Fields	(UDF) Maintenan Memo Check Number: 0 Date:	Ce Data Elema	ents View
ome Funds EFT/Wire Secondary IAT Bank Info Bank Name:	Residual Deduction Destination: Pay Account Type: Chr Routing/Transit: G41: Account: 270 Routing Number: rmation	Number:	Ad	Method Ro Idendum Re Global	onal Bank Routing:	n Distribution	User Defined Fields	(UDF) Maintenan Memo Check Number: 0 Date:	Ce Data Elema)



18. Now that you have entered all the information, click the **Submit** button and the payment will be processed.

Note: You may receive a pop-up regarding deductions not being computed. This can be ignored in the case of a rollover, as deductions are not needed in this case.

			01 - KEYBAN	K.N.A. Help HARALT - L	ast Login : 01/29/2	021 1
Home / Payee List / Payee View / Payment View					-	
				Ne	ew C	ance
Pay Group: 100017003000 Payee: 010001112 Gr	oss Payment: 100	00.000	Pay Group Na	me: DEMO LS BENEFIT PAY	MENT	
Name: ATEST AARON	Rollover: 100	00.000	Payee Star	tus: Active		
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19. A confirmation message will appear that the payment was processed. The dark gray summary panel will update with the payment information as well.

Home / Payee List / Payee Vie	ew / Payment View					
					Submit	Cancel
Pay Group: 100017003000	Payee: 010001112	Gross Payment:	100,000.00	Pay Group Name: DEMO L	S BENEFIT PAYMEN	T
Name: ATEST AARON		Rollover:	100,000.00	Payee Status: Active		
Status: Hald 🗸	Process Date: 01/29/2021	Residual:	0.00	Plan Type: Pension		
stribution Type: Lump Sum 👻	Frequency:	Deductions:	0.00	Installment Cntri:		
Form ID: CKL1 🗸	Account: 0000448915 🗸	Net Payment:	0.00	Distribution No: 2		
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Note: You can double check and see pending lump sum payments by navigating back to the main portal menu and selecting **Payment List**. This pulls up a full list of pending lump sum payments and allows you to select individual payments if needed. Payments in **Held** status can be updated as well **on the same day the payment was dropped** by selecting an individual payment, changing any of the details within the payment, and reclicking **Submit** to update.

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For more assistance in navigating or using the PayWeb Portal, 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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