

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.

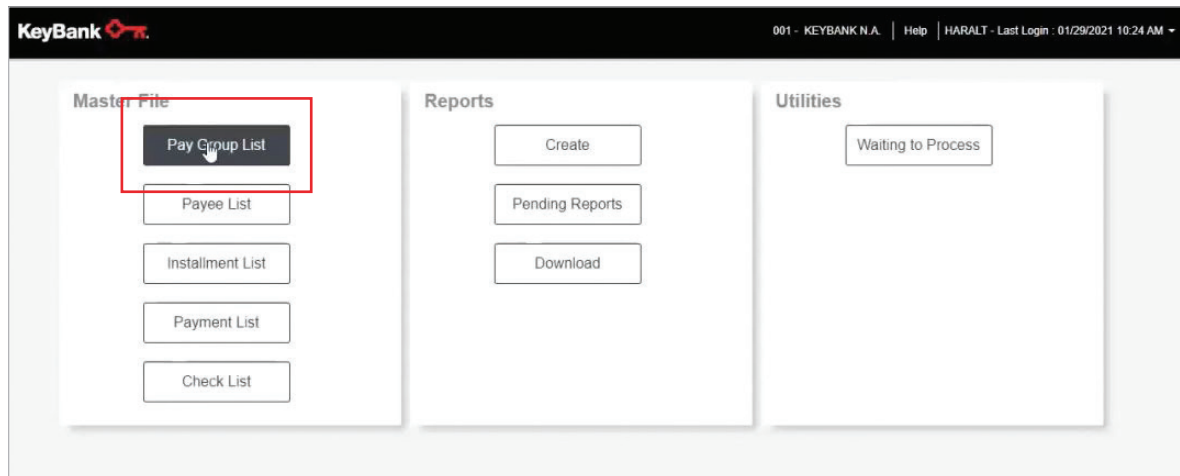
**Special Note:** When completing the setup of a new lump sum payment or installment in PayWeb, you should use the **New Payment** or **New Installment** buttons.



**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

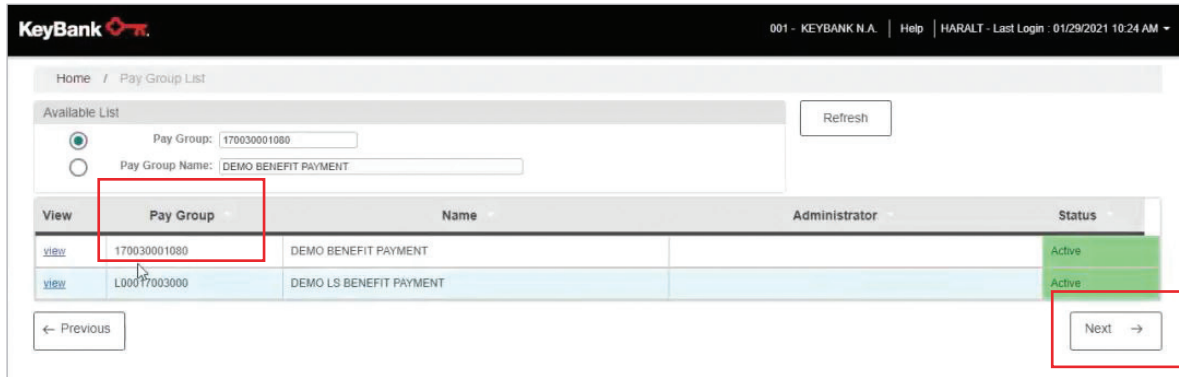
1. Click on the **Pay Group List** button in the Master File section of the home navigation menu.



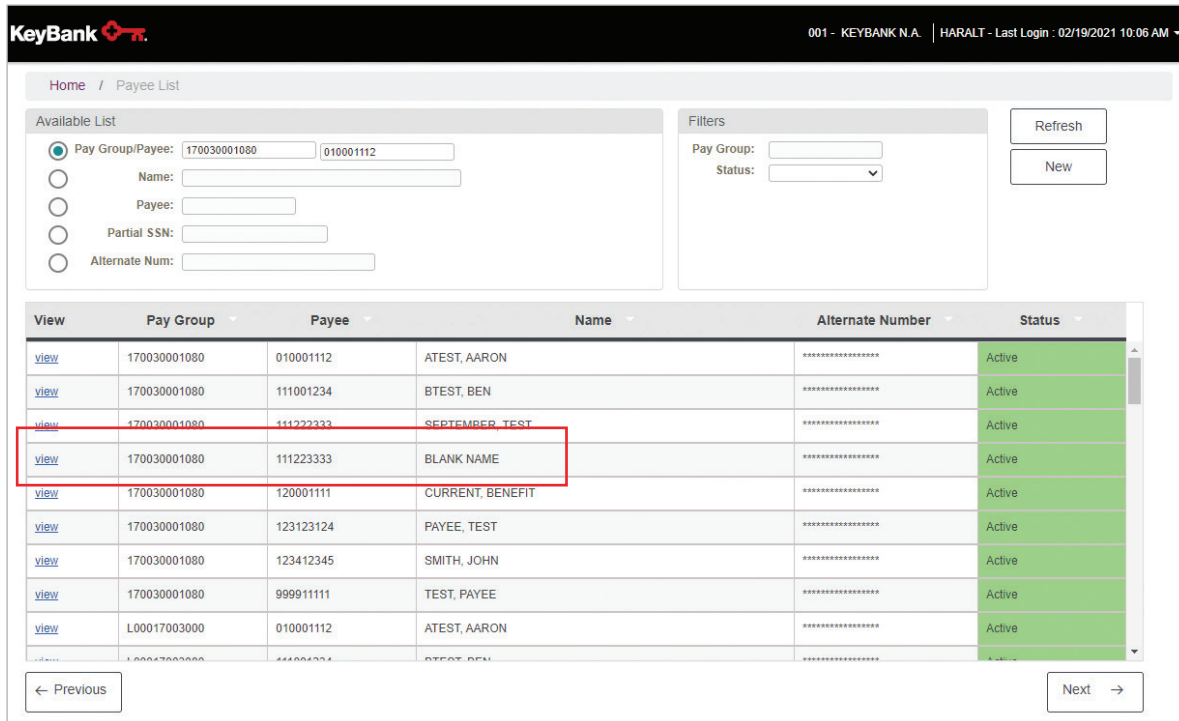
# PayWeb Quick Reference Guide – Setting Up a New Payment

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.



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.



# PayWeb Quick Reference Guide – Setting Up a New Payment

4. Select **New Installment** under the tab selection options.

The screenshot shows the KeyBank PayWeb interface. At the top, there is a navigation bar with 'Home / Payee List / Payee View'. Below this, there are several tabs: 'Payment Wizards', 'Submit', and 'Cancel'. The main area contains a form with the following fields:

- Pay Group: L00017003000
- Payee: 111223333
- Status: Active
- Loc: [empty]
- Record Issues: [dropdown]
- Name: BLANK\_NAME
- Year To Date: 45,000.00
- Pay Group Name: DEMO LS BENEFIT PAYMENT
- Payments: 0
- Installments: 0
- Direct Deposit: Yes
- Plan Type: Pension
- Administrator: [empty]

At the bottom of the form, there are several tabs: 'Home', 'EFT', 'Deductions', 'Miscellaneous', 'Web', 'YTD', 'User Defined Fields(UDF)', 'Maintenance', 'Summary', 'Data Element View', 'Tax Ledger', 'New Payment', and 'New Installment'. The 'New Installment' tab is highlighted with a red box.

## 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.

The screenshot shows the KeyBank PayWeb interface with the 'Add New Installment' dialog box open. The dialog box contains the following fields:

- Company: 001
- Pay Group: 170030001050
- Payee: 010001112
- Type:  Fixed Payment  Fixed Balance

The dialog box has 'OK' and 'Cancel' buttons at the bottom. The background shows the same form as the previous screenshot, but with the 'New Installment' tab selected.



# PayWeb Quick Reference Guide – Setting Up a New Payment

- 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.

The screenshot displays the KeyBank PayWeb interface for setting up a new payment. The top navigation bar includes the KeyBank logo and user information: 001 - KEYBANK N.A. | Help | HARALT - Last Login - 01/29/2021 10:24 AM. The breadcrumb trail shows: Home / Payee List / Payee View / Installment View. The main form is divided into several sections:

- Pay Group:** 170030001080
- Payee:** 010001112
- Installment Number:** 1
- Installment Type:** Fixed Payment
- Name:** ATEST, AARON
- Status:** Active

A summary box displays the following values:

- Gross Payment: 0.00
- Deductions: 0.00
- Net Payment: 0.00
- Year to Date: 0.00

The **Home** tab is selected, and the **Payee Address** section is highlighted with a red box. It shows the current address and an **Alternate Address** section with fields for Name, Address, City, State, Zip, and Account. The **Tax Information** section is also visible at the bottom right.



# PayWeb Quick Reference Guide – Setting Up a New Payment

- 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.

The screenshot displays the KeyBank PayWeb interface for an installment payment setup. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A. | HARALT - Last Login: 02/19/2021 10:06 AM), and a breadcrumb trail (Home / Installment List / Installment View). The main content area is divided into several sections:

- Payment Details:** Includes fields for Pay Group (170030001000), Payee (111223333), Installment Number (1), Installment Type (Fixed Payment), Name (BLANK NAME), and Status (Active).
- Summary:** A dark box displays Gross Payment (1,039.12), Deductions (79.46), Net Payment (959.66), and Year to Date (3,117.36).
- Pay Group Information:** Shows Pay Group Name (DEMO BENEFIT PAYMENT), Payee Status (Active), Plan Type (Pension), Location, Special Handling, and Administrator.
- Navigation:** A menu bar includes Home, Alternate Payment (selected), Funds, Deductions, Taxability, User Defined Fields(UDF), Maintenance, Data Elements View, Forecast Installment, Add Off-Cycle, and Add Retro.
- Payment Method Selection:** Three tabs are visible: Rollover EFT Information, Wire, and Global Payment. The Wire tab is currently active, showing fields for Account Type, Routing and Transit, Account, Secondary Routing Number, Addenda Payment Information, International Bank Routing, International Bank Account, Global Payment, Currency Code, and Residency Code.



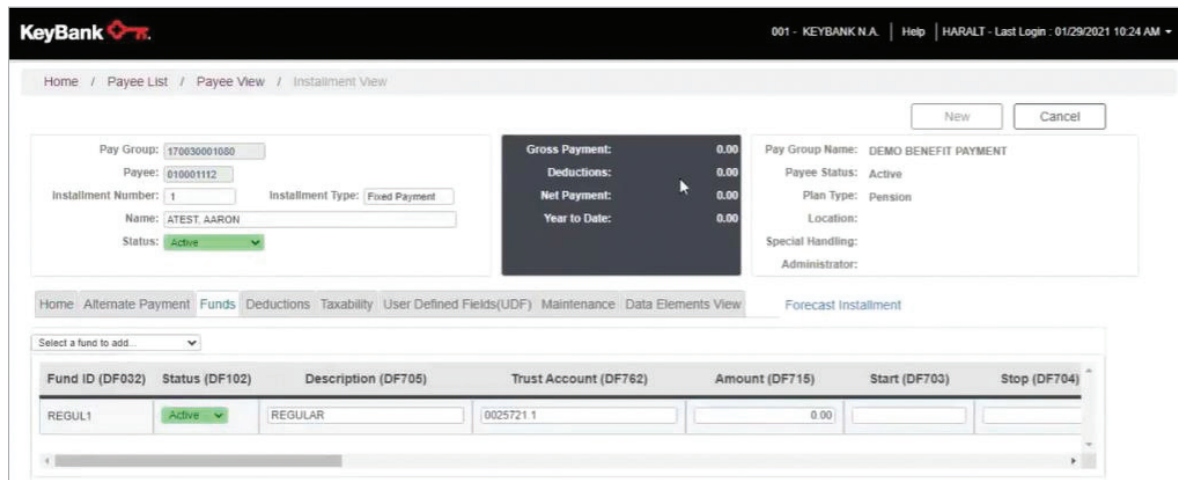
# PayWeb Quick Reference Guide – Setting Up a New Payment

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.

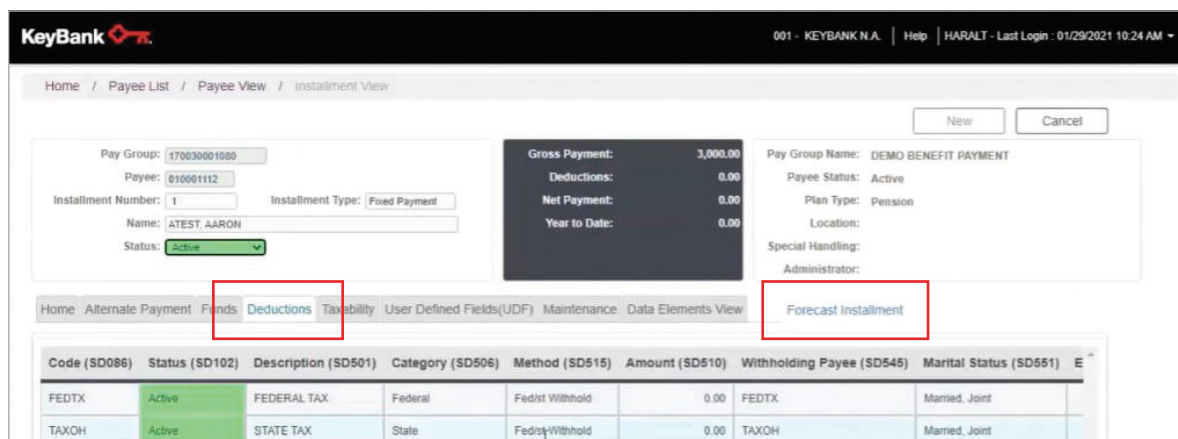
**Important fields to complete:**

- **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.



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.



# PayWeb Quick Reference Guide – Setting Up a New Payment

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

The screenshot shows the KeyBank PayWeb interface. At the top, there is a navigation bar with 'Home / Payee List / Payee View / Installment View'. Below this, there are several input fields for 'Pay Group', 'Payee', 'Installment Number', and 'Name'. A summary box displays 'Gross Payment: 3,000.00', 'Deductions: 0.00', 'Net Payment: 0.00', and 'Year to Date: 0.00'. To the right, there are fields for 'Pay Group Name', 'Payee Status', 'Plan Type', 'Location', 'Special Handling', and 'Administrator'. A red box highlights the 'Forecast Installment' link in the navigation menu. Below the navigation menu is a table with columns: Code (SD086), Status (SD102), Description (SD501), Category (SD506), Method (SD515), Amount (SD510), Withholding Payee (SD545), and Marital Status (SD551). The table contains two rows: 'FEDTX' with status 'Active' and 'TAXOH' with status 'Active'.

11. 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.

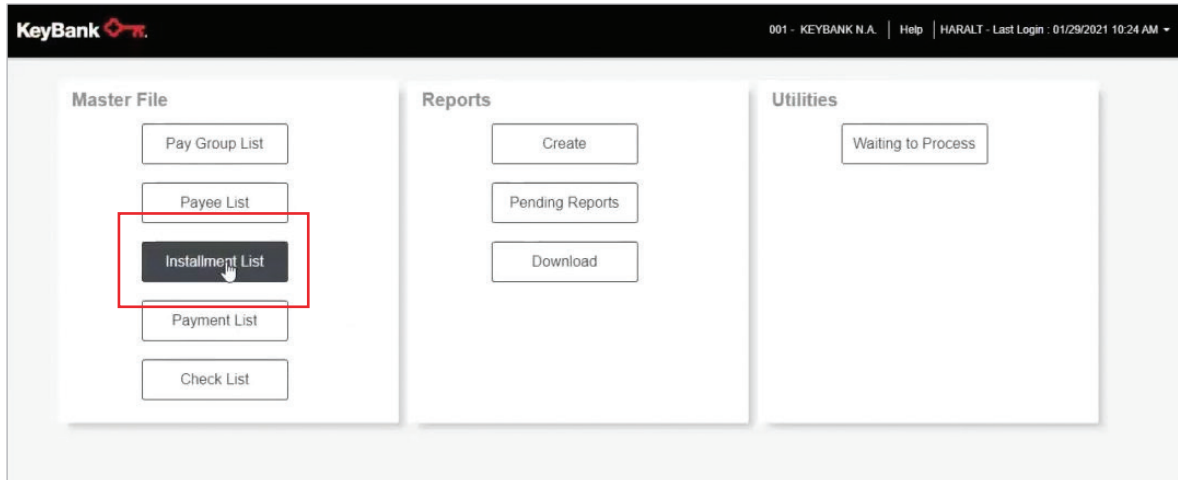
The screenshot shows the KeyBank PayWeb interface after clicking 'Forecast Installment'. The summary box now displays 'Gross Payment: 3,000.00', 'Deductions: 190.45', 'Net Payment: 2,809.55', and 'Year to Date: 0.00'. A red box highlights the 'New' button in the top right corner. Below the summary box, there are sections for 'Payee Address' and 'Control'. The 'Payee Address' section includes fields for 'Name', 'Address', 'City', 'State', and 'Zip'. The 'Control' section includes fields for 'Frequency', 'Start Date', 'Annuity Definition', 'Stop Date', and 'Reason'. There is also a 'Tax Information' section with fields for 'Tax Type' and '1099R Category'.



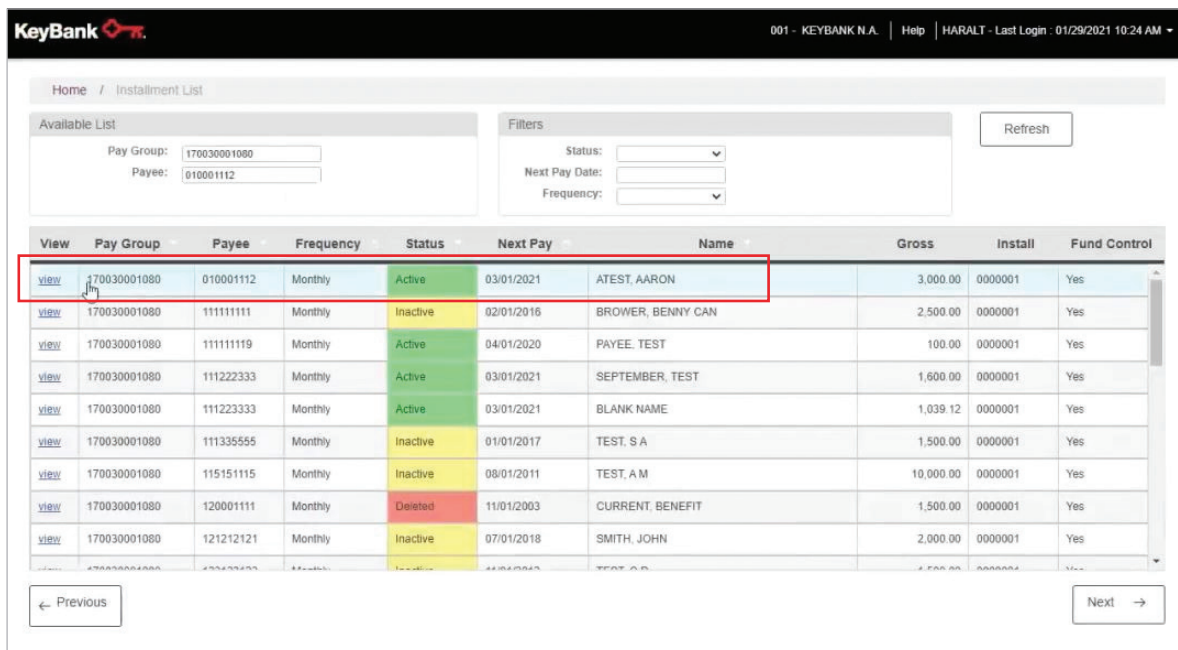
# PayWeb Quick Reference Guide – Setting Up a New Payment

## New Installment Setup: Retro Payments

1. Click **Installment List** from the **Home** screen.



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





# PayWeb Quick Reference Guide – Setting Up a New Payment

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

The screenshot shows the KeyBank PayWeb interface for the 'Installment View' screen. At the top, the KeyBank logo is on the left, and the user's session information '001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/29/2021 10:24 AM' is on the right. Below the navigation bar, there are 'Submit' and 'Cancel' buttons. The main content area is divided into several sections:

- Pay Group:** 170030001000 (with navigation arrows)
- Payee:** 010001112
- Installment Number:** 1
- Installment Type:** Fixed Payment
- Name:** ATEST, AARON
- Status:** Active (with a dropdown arrow)

**Payment Summary:**

- Gross Payment:** 3,000.00
- Deductions:** 190.45
- Net Payment:** 2,809.55
- Year to Date:** 0.00

**Pay Group Name:** DEMO BENEFIT PAYMENT

- Payee Status:** Active
- Plan Type:** Pension
- Location:**
- Special Handling:**
- Administrator:**

A navigation bar below the main content includes: Home, Alternate Payment, Funds, Deductions, Taxability, User Defined Fields(UDF), Maintenance, Data Elements View, Forecast Installment, Add Off-Cycle, and **Add Retro** (highlighted with a red box).

The current installment is using the Payee Name and Address.

**Payee Address:**

- Name:** ATEST, AARON
- Address:** 1510 LAINE STREET
- City:** ORWELL
- State:** OH
- Zip:** 44076
- Country:**
- Foreign:**

**Active Address:**  AD02

- Name:**
- Address:**
- City:**
- State:**
- Zip:**
- Country:**
- Foreign:**
- Account:**

**Control:**

- Frequency:** Monthly
- Start Date:** 01/29/2021
- Annuity Definition:**
- Stop Date:** 12/31/9999
- Reason:**
- Next Payment:** 03/01/2021
- Payment Election:**
- Last Paid On:**
- Payment Source:**
- Payments Made:** 0
- Annuity Type:**

**Tax Information:**

- Tax Type:** 1099R
- 1099R Category:** 7-Normal
- 1099Misc Box:**
- 1042S Chpt 3 Exempt Code:**



# PayWeb Quick Reference Guide – Setting Up a New Payment

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.

The screenshot displays the KeyBank PayWeb interface. At the top, the KeyBank logo and user information (001 - KEYBANK N.A., Help | HARALT - Last Login: 01/29/2021 10:24 AM) are visible. The main area shows the 'Installment View' for a payee named ATEST, AARON. A summary box displays payment details: Gross Payment: 3,000.00, Deductions: 190.45, Net Payment: 2,809.55, and Year to Date: 0.00. A modal dialog box titled 'Add Retro Payment' is open, containing the following fields: Number of Payments (4), Process Date (01/29/2021), Adjustment (checkbox), and Notes (NOV 20, DEC 20, JAN 21 AND FEB 21). The dialog also has 'Submit' and 'Cancel' buttons. The background interface includes sections for Payee Address, Control, and various dropdown menus for frequency, start/stop dates, and tax types.

# PayWeb Quick Reference Guide – Setting Up a New Payment

## 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 ccymmd** 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.

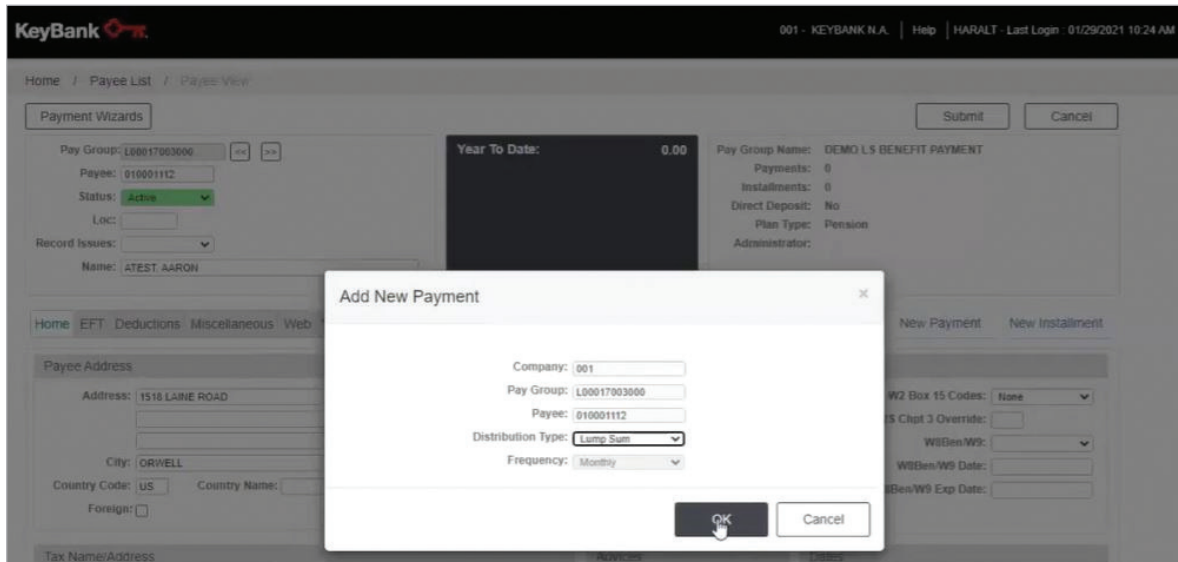
The screenshot displays the KeyBank PayWeb interface for the 'Payee View' screen. At the top, the KeyBank logo is on the left, and the user's session information '001 - KEYBANK N.A. | Help | HARALT - Last Login: 01/29/2021 10:24 AM' is on the right. Below the header, there are navigation links: 'Home / Payee List / Payee View'. The main content area is divided into several sections:

- Payment Wizards:** Contains fields for 'Pay Group' (L00017003000), 'Payee' (010001112), 'Status' (Active), 'Loc', 'Record Issues', and 'Name' (ATEST, AARON). There are also 'Submit' and 'Cancel' buttons.
- Year To Date:** A large black box displaying '0.00'.
- Pay Group Summary:** Shows 'Pay Group Name: DEMO LS BENEFIT PAYMENT', 'Payments: 0', 'Installments: 0', 'Direct Deposit: No', 'Plan Type: Pension', and 'Administrator:'.
- Navigation Bar:** Includes links for 'Home', 'EFT', 'Deductions', 'Miscellaneous', 'Web', 'YTD', 'User Defined Fields(UDF)', 'Maintenance', 'Summary', 'Data Element View', 'Tax Ledger', 'New Payment' (highlighted with a red box), and 'New Installment'.
- Payee Address:** Fields for 'Address' (1518 LAINE ROAD), 'City' (ORWELL), 'State' (OH), and 'Zip' (44076).
- Tax Information:** 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'.
- Tax Name/Address:** Fields for 'Name', 'Address', 'City', 'State', 'Zip', and 'Country'.
- Advices:** Fields for 'EFT' (checked) and 'Rollover'.
- Dates:** Fields for 'Birth' (03/19/1958), 'Participation' (08/01/1980), 'Separation' (10/15/2020), and 'Death'.
- Special Handling:** A text input field.

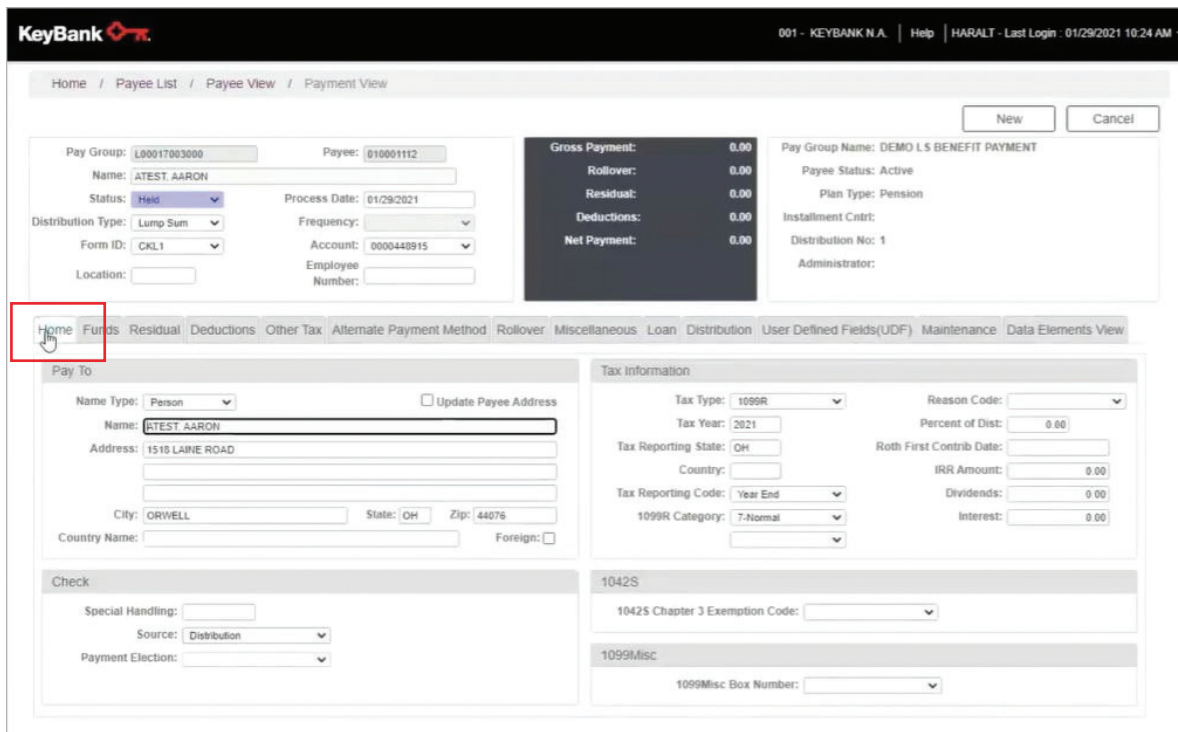


# PayWeb Quick Reference Guide – Setting Up a New Payment

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.



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.



# PayWeb Quick Reference Guide – Setting Up a New Payment

- 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.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/29/2021 10:24 AM

Home / Payee List / Payee View / Payment View

Pay Group: L00017003000 Payee: 010001112

Name: ATEST, AARON

Status: Held Process Date: 01/29/2021

Distribution Type: Lump Sum Frequency:

Form ID: CKL1 Account: 0000448915

Location: Employee Number:

Gross Payment: 0.00  
Rollover: 0.00  
Residual: 0.00  
Deductions: 0.00  
Net Payment: 0.00

Pay Group Name: DEMO LS BENEFIT PAYMENT  
Payee Status: Active  
Plan Type: Pension  
Installment Cntr:   
Distribution No: 1  
Administrator:

Home Funds Residual Deductions Other Tax Alternate Payment Method Rollover Miscellaneous Loan Distribution User Defined Fields(UDF) Maintenance Data Elements View

Select a fund to add

Fund ID (DF032)	Status (DF102)	Description (DF705)	Amount (DF710)	Value Shares Dist (DF747)	Cost Shares Dist (DF748)	Num Shares Dist (DF749)
REGULA1	Active	REGULAR	50000.00	0.00	0.00	0.0000

- 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.

KeyBank 001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/29/2021 10:24 AM

Home / Payee List / Payee View / Payment View

Pay Group: L00017003000 Payee: 010001112

Name: ATEST, AARON

Status: Held Process Date: 01/29/2021

Distribution Type: Lump Sum Frequency:

Form ID: CKL1 Account: 0000448915

Location: Employee Number:

Gross Payment: 50,000.00  
Rollover: 0.00  
Residual: 50,000.00  
Deductions: 0.00  
Net Payment: 50,000.00

Pay Group Name: DEMO LS BENEFIT PAYMENT  
Payee Status: Active  
Plan Type: Pension  
Installment Cntr:   
Distribution No: 1  
Administrator:

Home Funds Residual Deductions Other Tax Alternate Payment Method Rollover Miscellaneous Loan Distribution User Defined Fields(UDF) Maintenance Data Elements View

Compute

Code (PD086)	Status (PD102)	Description (PD501)	Category (PD506)	Method (PD515)	Amount (PD503)	Withholding Payee (PD545)	Marital Status
FEDTX	Active	FEDERAL TAX	Federal	Fed1st Withhold	0.00	FEDTX	Married, Joint
TAXOH	Active	STATE TAX	State	Fed1st Withhold	0.00	TAXOH	Single



# PayWeb Quick Reference Guide – Setting Up a New Payment

- 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.

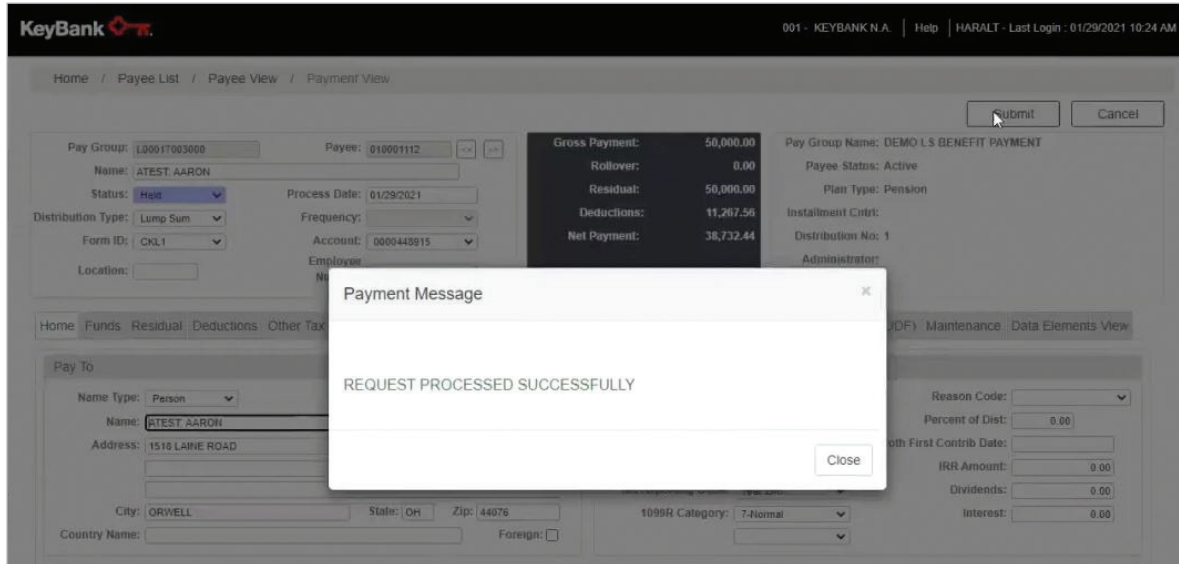
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- Payment Details:** Pay Group: L00017003000, Payee: 010001112, Name: ATEST, AARON, Status: Held, Process Date: 01/29/2021, Distribution Type: Lump Sum, Form ID: CKL1, Location: [empty], Account: 0000448915, Employee Number: [empty].
- Summary:** Gross Payment: 50,000.00, Rollover: 0.00, Residual: 50,000.00, Deductions: 11,267.56, Net Payment: 38,732.44.
- Pay Group Information:** Pay Group Name: DEMO LS BENEFIT PAYMENT, Payee Status: Active, Plan Type: Pension, Installment Cntrl: [empty], Distribution No: 1, Administrator: [empty].
- Navigation Tabs:** Home, Funds, Residual, Deductions, Other Tax, **Alternate Payment Method** (highlighted), Rollover, Miscellaneous, Loan, Distribution, User Defined Fields(UDF), Maintenance, Data Elements View.
- EFT/Wire Section (highlighted with a red box):** Destination: Payee, Account Type: Checking, Routing/Transit: 041215032, Account: 2780656976, Secondary Routing Number: [empty].
- Memo Check Section:** Number: 0, Date: [empty].
- IAT Bank Information Section:** Bank Name: [empty], Bank Country: [empty].
- Global Section:** International Bank Routing: [empty], International Bank Account: [empty], Global Payment: [empty], Currency Code: [empty], Residency Code: [empty].

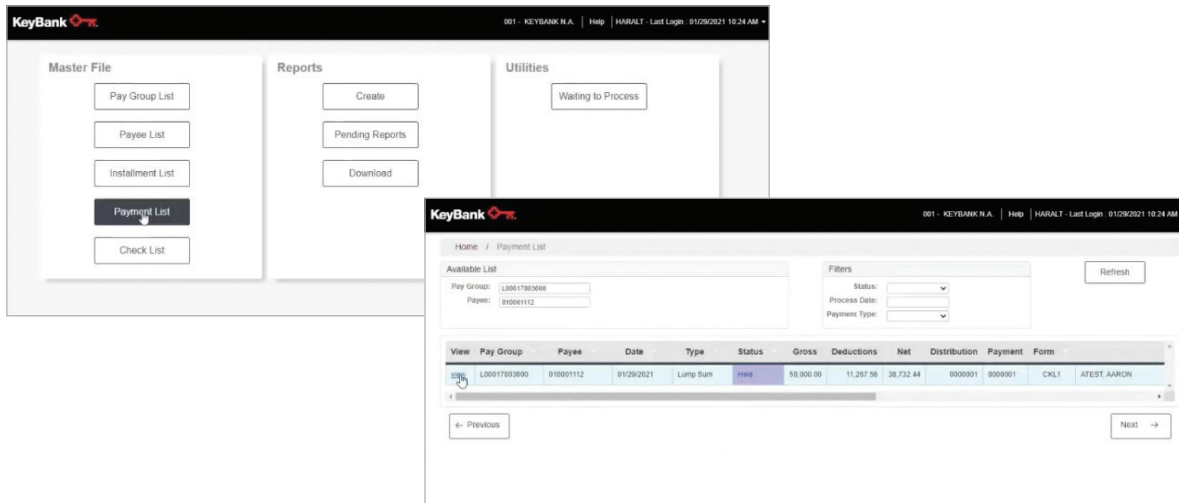


# PayWeb Quick Reference Guide – Setting Up a New Payment

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



**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.



# PayWeb Quick Reference Guide – Setting Up a New Payment

## 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 ccymmdd** 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.

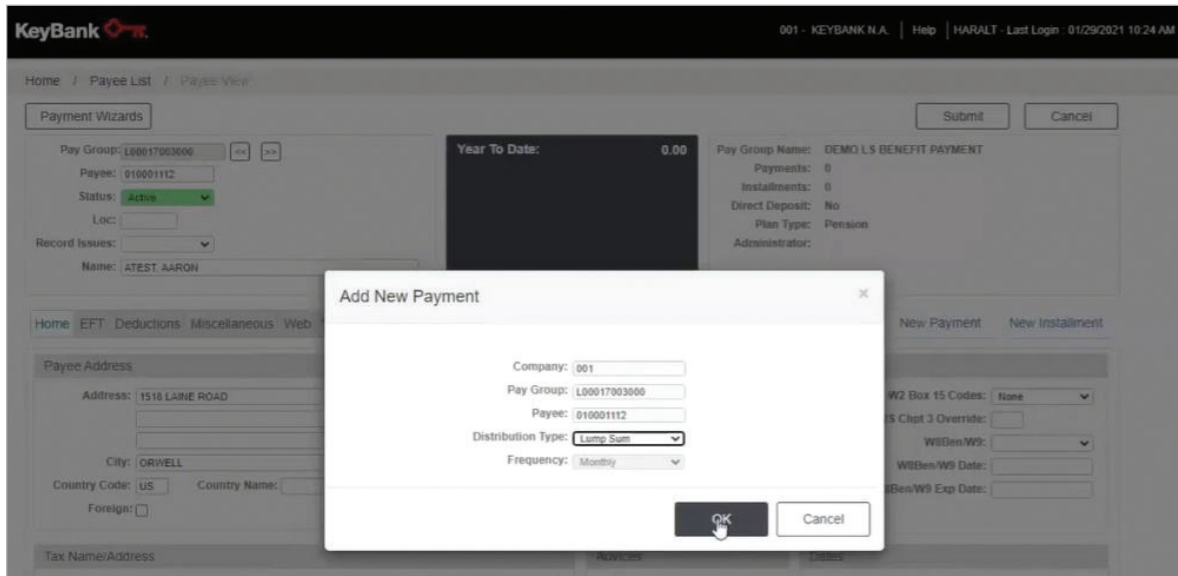
The screenshot displays the KeyBank Payee View interface. At the top, the KeyBank logo and user information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/29/2021 10:24 AM) are visible. The main content area is divided into several sections:

- Payment Wizards:** Includes fields for Pay Group (L00017003000), Payee (010001112), Status (Active), Loc, Record Issues, and Name (ATEST, AARON). A "Year To Date" field shows 0.00.
- Pay Group Summary:** Shows Pay Group Name (DEMO LS BENEFIT PAYMENT), Payments (0), Installments (0), Direct Deposit (No), Plan Type (Pension), and Administrator.
- Navigation:** A menu bar includes Home, EFT, Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance, Summary, Data Element View, Tax Ledger, **New Payment** (highlighted with a red box), and New Installment.
- Payee Address:** Fields for Address (1518 LAINE ROAD), City (ORWELL), State (OH), Zip (44076), Country Code (US), and Country Name.
- Tax Information:** 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.
- Tax Name/Address:** Fields for Name, Address, City, State, Zip, and Country.
- Advices:** Fields for EFT (checked) and Rollover (unchecked).
- Dates:** Fields for Birth (03/10/1958), Participation (08/01/1980), Separation (10/15/2020), and Death.
- Special Handling:** A text input field.

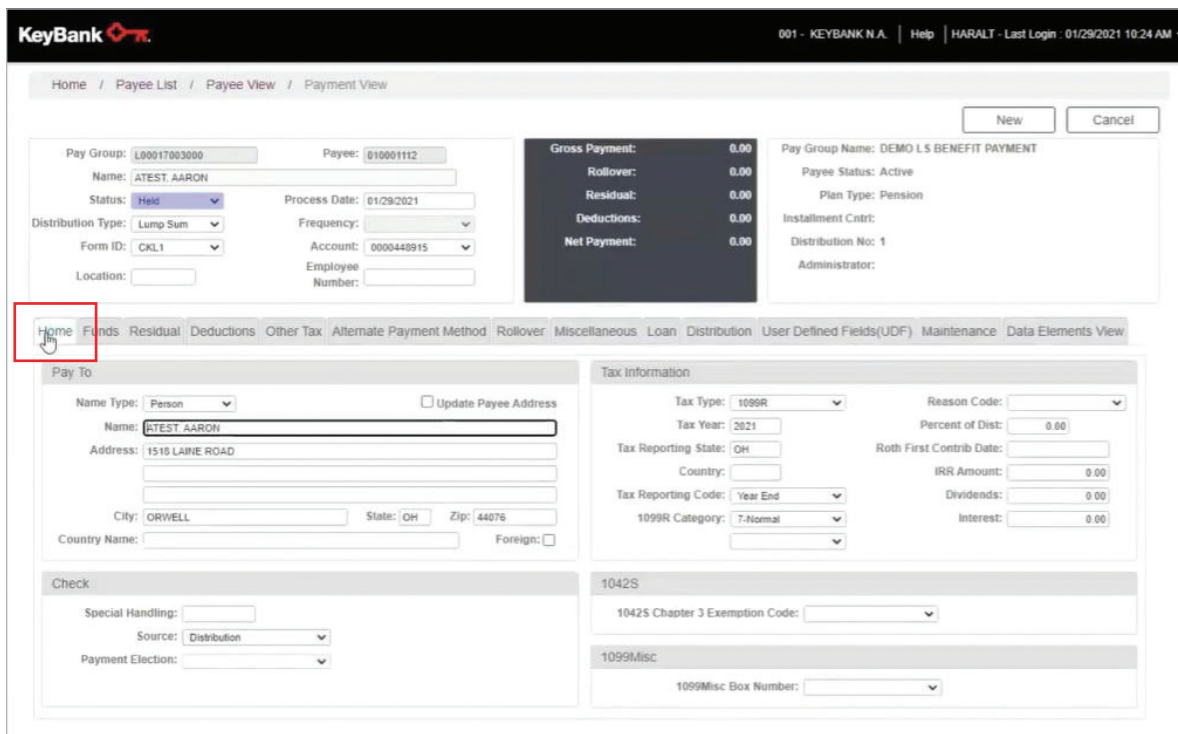


# PayWeb Quick Reference Guide – Setting Up a New Payment

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.



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.



# PayWeb Quick Reference Guide – Setting Up a New Payment

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.

The screenshot displays the KeyBank PayWeb interface for setting up a new payment. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/29/2021 10:24 AM), and a breadcrumb trail (Home / Payee List / Payee View / Payment View). The main form area is divided into several sections:

- Pay Group:** L00017003000
- Payee:** 010001112
- Name:** ATEST, AARON
- Status:** Held
- Process Date:** 01/29/2021
- Distribution Type:** Lump Sum
- Form ID:** CKL1
- Account:** 0000448915
- Employee Number:** (empty)
- Location:** (empty)
- Summary:** Gross Payment: 0.00, Rollover: 0.00, Residual: 0.00, Deductions: 0.00, Net Payment: 0.00
- Pay Group Name:** DEMO LS BENEFIT PAYMENT
- Payee Status:** Active
- Plan Type:** Pension
- Installment Cntr:** (empty)
- Distribution No:** 1
- Administrator:** (empty)

Below the form, a series of tabs are visible: Home, **Funds** (highlighted with a red box), Residual, Deductions, Other Tax, Alternate Payment Method, Rollover, Miscellaneous, Loan, Distribution, User Defined Fields(UDF), Maintenance, and Data Elements View. The **Funds** tab is active, showing a table with the following data:

Fund ID (DF032)	Status (DF102)	Description (DF705)	Amount (DF710)	Value Shares Dist (DF747)	Cost Shares Dist (DF748)	Num Shares Dist (DF749)
REGULA1	Active	REGULAR	5000.00	0.00	0.00	0.0000

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

# PayWeb Quick Reference Guide – Setting Up a New Payment

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.

The screenshot displays the KeyBank PayWeb interface. At the top, the KeyBank logo is on the left, and the user's session information (001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/29/2021 10:24 AM) is on the right. Below the header, there is a breadcrumb trail: Home / Payee List / Payee View / Payment View. The main content area is divided into several sections:

- Pay Group:** L00017003000
- Payee:** 010001112
- Name:** ATEST, AARON
- Status:** Held
- Process Date:** 01/29/2021
- Distribution Type:** Lump Sum
- Form ID:** CKL1
- Account:** 0000448915
- Location:** (empty)
- Employee Number:** (empty)
- Gross Payment:** 100,000.00
- Rollover:** 0.00
- Residual:** 100,000.00
- Deductions:** 0.00
- Net Payment:** 100,000.00
- Pay Group Name:** DEMO LS BENEFIT PAYMENT
- Payee Status:** Active
- Plan Type:** Pension
- Instalment Cntrt:** (empty)
- Distribution No:** 2
- Administrator:** (empty)

The **Rollover** tab is selected, showing a sub-tab for **Address**. The **Address-Rollover** panel is highlighted with a red box and contains the following information:

- Rollover Information:**
  - Name:** ANY BANK USA
  - Address:** FBO AARON ATEST  
47 RAINBOW FARM ROAD
  - City:** YARMOUTH
  - State:** ME
  - Zip:** 04096-8357
  - Country Name:** (empty)
  - Foreign:**
  - Name Type:** Company
- Rollover Account:** 2780656976
- Distribution:**
  - Gross:** 100.00
  - Deductions:** 0.00
  - Net:** 0.00
  - Employee Contributions:** 0.00
  - Housing Allowance:** 0.00
- Tax Information:**
  - Tax Reporting Code:** Year End
  - 1099R Category:** (empty)
  - Roth First Contrib Date:** (empty)
  - Reason Code:** (empty)
  - 1042S Chp 3 Exempt Code:** (empty)
- Check:**
  - Special Handling:**
  - Source:** Rollover
  - Pmt. Election:** (empty)

# PayWeb Quick Reference Guide – Setting Up a New Payment

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

The screenshot shows the KeyBank PayWeb interface for setting up a new payment. The top navigation bar includes the KeyBank logo, user information (001 - KEYBANK N.A., Help, HARALT - Last Login: 01/29/2021 10:24 AM), and a breadcrumb trail (Home / Payee List / Payee View / Payment View). The main form is divided into several sections:

- Pay Group:** L00017003000, Payee: 010001112
- Name:** ATEST, AARON
- Status:** Held, Process Date: 01/29/2021
- Distribution Type:** Lump Sum, Frequency: [dropdown]
- Form ID:** CKL1, Account: 0000448915
- Location:** [empty], Employee Number: [empty]

A summary box on the right shows the following values:

- Gross Payment: 100,000.00
- Rollover: 0.00
- Residual: 100,000.00
- Deductions: 0.00
- Net Payment: 100,000.00

Additional information on the right includes:

- Pay Group Name: DEMO LS BENEFIT PAYMENT
- Payee Status: Active
- Plan Type: Pension
- Installation Cntrl: [empty]
- Distribution No: 2
- Administrator: [empty]

Below the main form is a navigation bar with tabs: Home, Funds, Residual, Deductions, Other Tax, Alternate Payment Method, Rollover, Miscellaneous, Loan, Distribution, User Defined Fields(UDF), Maintenance, Data Elements View. The **Rollover** section is active, showing tabs for Rollover 1 through Rollover 5. The **Distribution** panel is highlighted with a red box and contains the following fields:

- Gross: 100000.00
- Deductions: 0.00
- Net: 0.00
- Employee Contributions: 0.00
- Housing Allowance: 0.00

The **Tax Information** panel is also visible, containing fields for Tax Reporting Code (Year End), 1099R Category, Roth First Contrib Date, Reason Code, and 1042S Chp 3 Exempt Code.

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.

This screenshot shows the same KeyBank PayWeb interface as the previous one, but with the **Tax Information** panel highlighted by a red box. The **1099R Category** dropdown menu is open, and **G-Direct Rollover** is selected. The other fields in the Tax Information panel remain the same as in the previous screenshot.



# PayWeb Quick Reference Guide – Setting Up a New Payment

- 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.

The screenshot displays the KeyBank PayWeb interface for setting up a new payment. The top navigation bar includes the KeyBank logo and user information: "001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/29/2021 10:24 AM". The breadcrumb trail shows "Home / Payee List / Payee View / Payment View".

The main form area is divided into several sections:

- Payment Details:** Includes fields for Pay Group (L00017003000), Payee (010001112), Name (ATEST, AARON), Status (held), Process Date (01/29/2021), Distribution Type (Lump Sum), Form ID (CKL1), Location, Account (0000448915), and Employee Number.
- Summary Table:** Displays financial data: Gross Payment: 50,000.00, Rollover: 0.00, Residual: 50,000.00, Deductions: 11,267.56, and Net Payment: 38,732.44.
- Pay Group Information:** Shows Pay Group Name (DEMO LS BENEFIT PAYMENT), Payee Status (Active), Plan Type (Pension), Instalment Cntri, Distribution No (1), and Administrator.

A navigation bar below the form lists various tabs: Home, Funds, Residual, Deductions, Other Tax, **Alternate Payment Method** (highlighted), Rollover, Miscellaneous, Loan, Distribution, User Defined Fields(UDF), Maintenance, and Data Elements View.

The **EFT/Wire** section is highlighted with a red box and contains the following fields:

- Destination: Payee (dropdown)
- Account Type: Checking (dropdown)
- Routing/Transit: 041215032 (text input)
- Account: 2780656976 (text input)
- Secondary Routing Number: (text input)

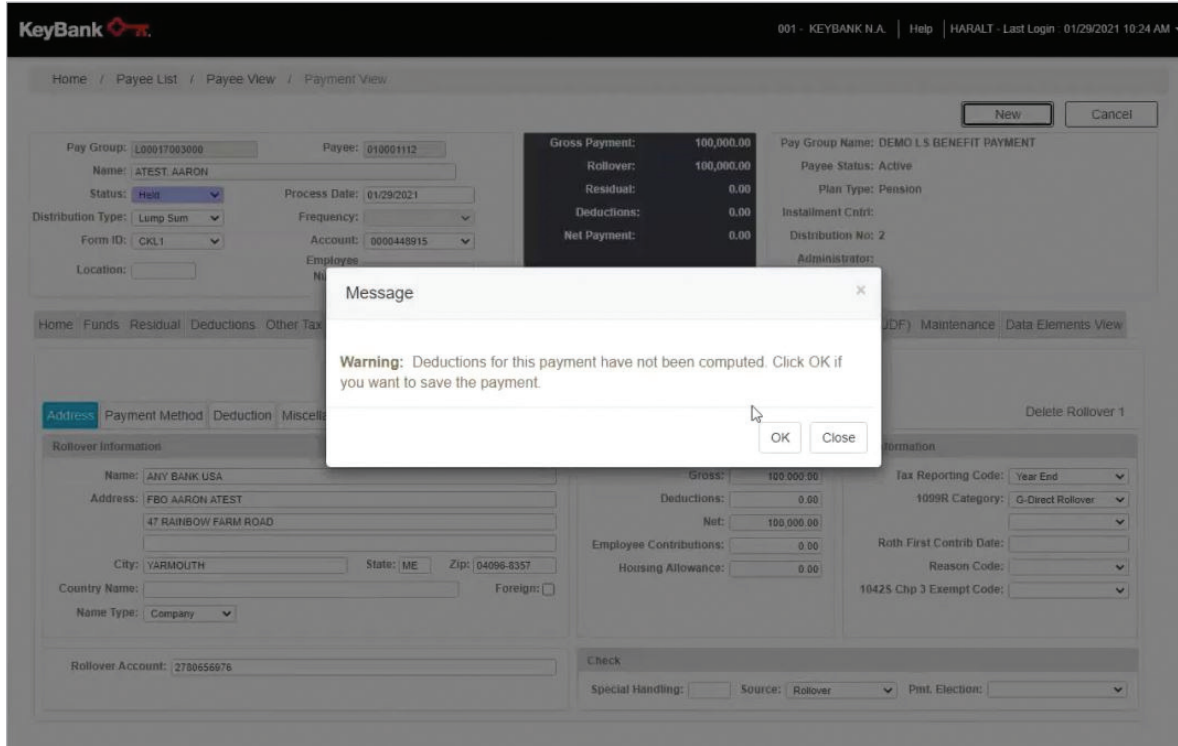
Other sections include **Addendum Records**, **Memo Check** (Number: 0, Date: ), **IAT Bank Information** (Bank Name, Bank Country), and **Global** (International Bank Routing, International Bank Account, Global Payment, Currency Code, Residency Code).



# PayWeb Quick Reference Guide – Setting Up a New Payment

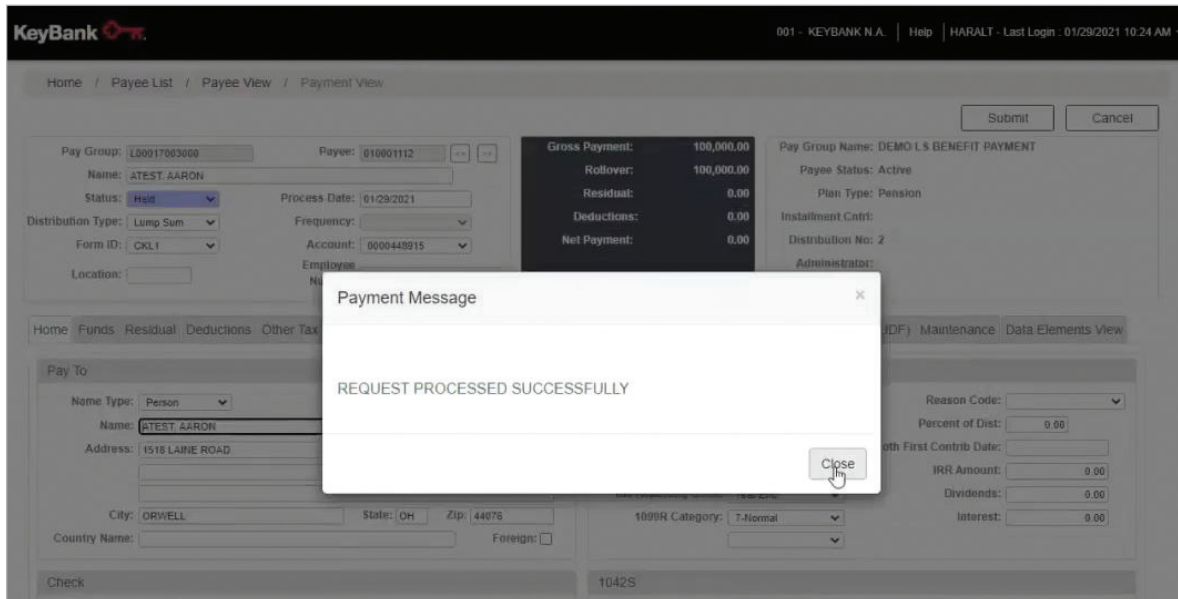
18. Now that you have entered all the information, click the **Submit** button and the payment will be processed.

**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.

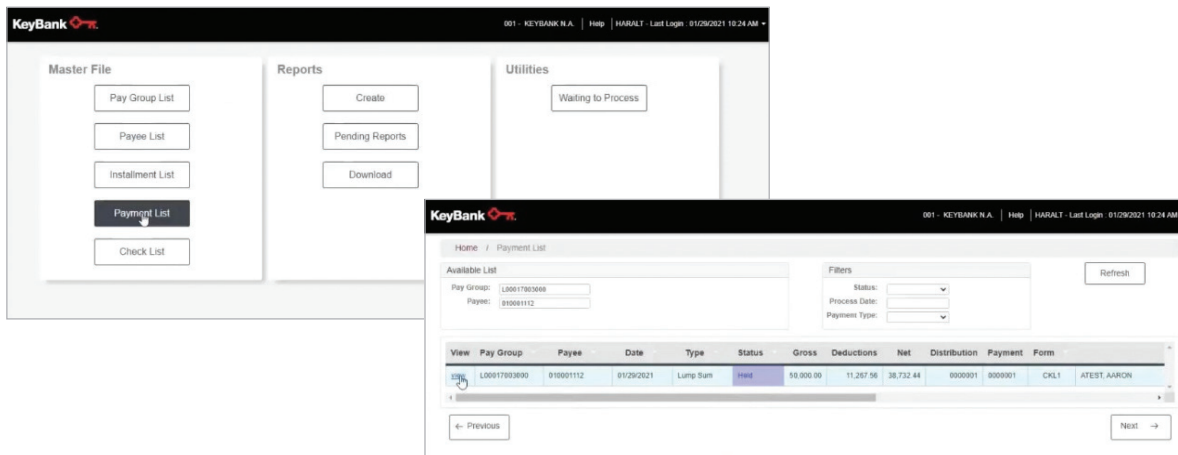


# PayWeb Quick Reference Guide – Setting Up a New Payment

19. A confirmation message will appear that the payment was processed. The dark gray summary panel will update with the payment information as well.



**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.



# PayWeb Quick Reference Guide – Setting Up a New Payment

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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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