BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

Wire - Federal Tax

Bank of Hawaii

Wire - Federal Tax

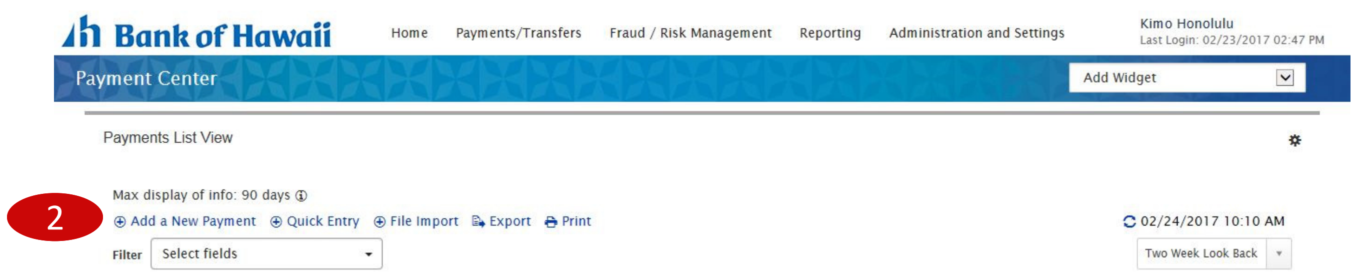
Bankoh Business Connections (BBC) 3.0

Wire - Federal Tax

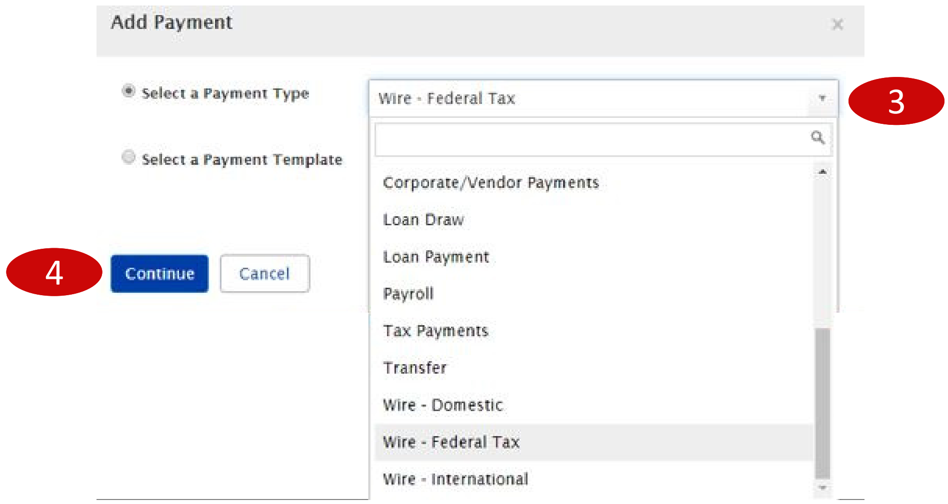
A federal tax wire payment is an electronic tax payment to the federal government (IRS).

Creating a Federal Tax Wire Payment

1. From ***Payments/Transfers***, select ***Payment Management***.
2. Click ***Add a New Payment***.



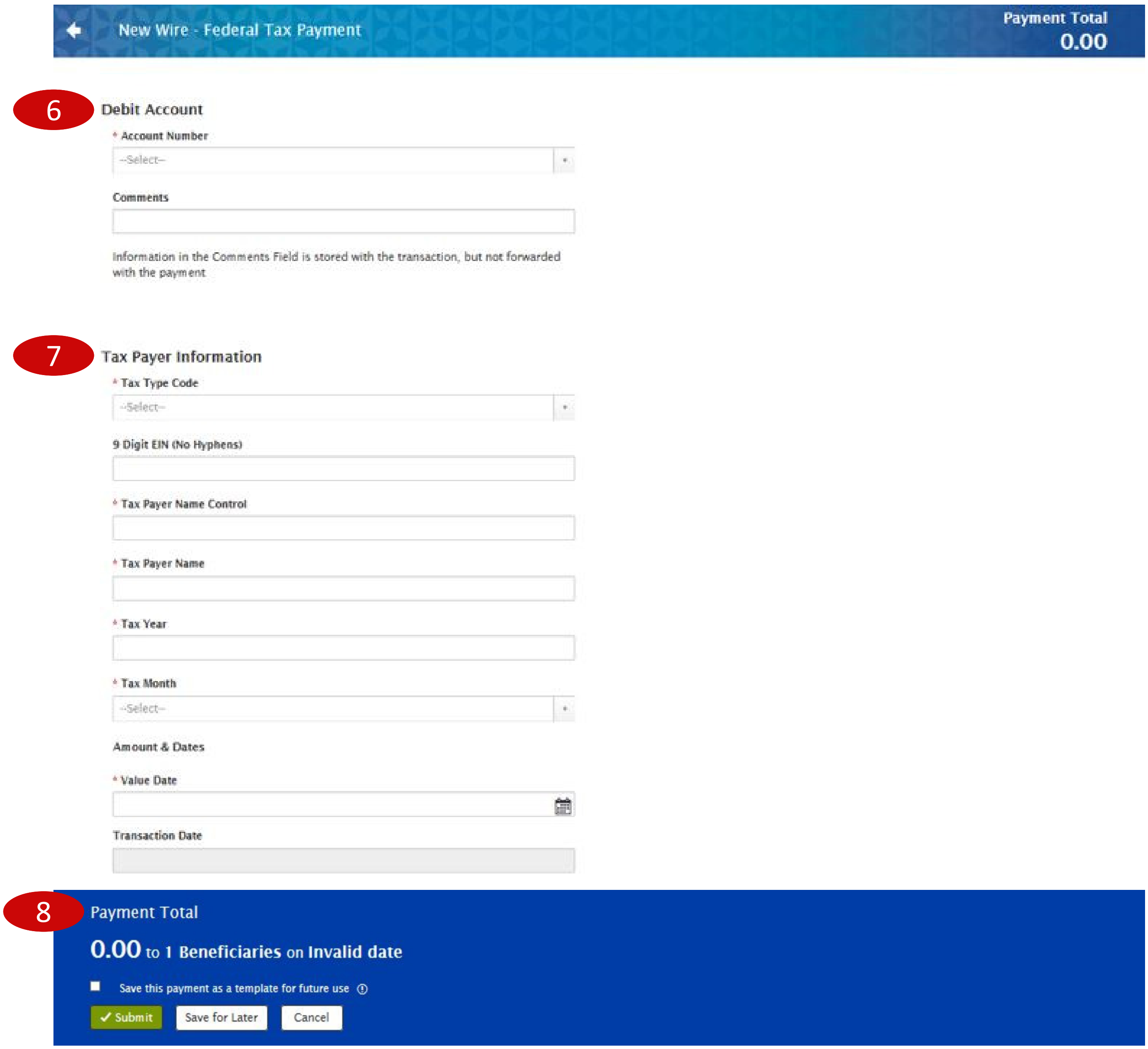
3. From the ***Add Payment*** modal, select ***Wire - Federal Tax*** from ***Select a Payment Type***.
4. Click ***Continue***.



Wire - Federal Tax

Creating a Federal Tax Wire Payment *(continued)*

5. Enter payment information on the ***New Wire - Federal Tax Payment*** page.



Wire - Federal Tax

Creating a Federal Tax Wire Payment *(continued)*

6. **Debit Account**
    - **Account Number** – Select an account from the dropdown menu. *This field is mandatory.*
        - **Account Name** – Account Name field will display and pre-populate upon selection of the Account Number.
        - **Client Account Name** – Client Account Name field will display and pre-populate upon selection of the Account Number.
    - **Comments** – Information in this field is stored with the transaction but not forwarded with the payment.
7. **Tax Payer Information**
    - **Tax Type Code** – Select from the dropdown menu. *This field is mandatory.*
    - **9 Digit EIN (No Hyphens)** – Enter your nine-digit EIN (Employer ID Number).
    - **Tax Payer Name Control** – Enter the first four letters of your business name. *This field is mandatory.*
    - **Tax Payer Name** – Enter the tax payer name. *This field is mandatory.*
    - **Tax Year** – Enter the tax year (YY – 2 digits). *This field is mandatory.*
    - **Tax Month** – Options will be based on previous selections. *This field is mandatory.*
    - **Amount & Dates**
        - **Value Date** – The earliest possible Value Date will automatically be selected. You can enter a different Value Date (MM/DD/YYYY) or select a date using the calendar icon. *This field is mandatory.*
          Note: Future dated wires adhere to Bank of Hawaii parameters, which is five business days.
        - **Transaction Date** – The Transaction Date will prepopulate with the Value Date.
        - **Amount Type 1** – Select the type assigned to your first payment amount, for example, Social Security Amount. *This field is mandatory.*
        - **Amount 1** – Enter the amount of Payment No. 1. *This field is mandatory.*
        - If necessary, enter Amount Types 2 and 3, and Amounts 2 and 3.

Wire - Federal Tax

Creating a Federal Tax Wire Payment *(continued)*

8. **Payment Total Section**
    - **Save this payment as a template for future use** – Select checkbox to create a template. The template will be created when the payment is submitted. Templates will not be created if the payment is Saved for Later.
        - **Template Code** – Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters.
        - **Template Description** – Enter a description for the template. The description is limited to 35 characters.
        - **Restrict** – Check ***Restrict*** to restrict template to users who are explicitly entitled to it.
    - **Save For Later** – Payment information can be saved in ***Incomplete*** status for modification at a later date.
    - **Submit** – Click ***Submit*** to submit the payment.
9. A message will appear in greenbar. A payment must be approved before it is sent to the beneficiary.
10. Based on the User's payment permissions, if the payment requires additional approval, the payment will move into ***Entered*** status.
11. Click the drop-down icon in the Actions column to Approve, Delete, Modify or Reject the payment.
12. You can also check the checkbox and click the Approve, Unapprove, Reject, or Delete button.
13. A confirmation message will appear in greenbar.

Wire - Federal Tax

Approving a Federal Tax Wire Payment

The wire payment approval process is based on payment permissions.

1. As a User, you may have permission to either enter and edit a wire, release a wire, or approve a wire.
2. Your company may require either one or multiple levels of authentication. If two or more levels of authentication are required, the same User may not be able to perform the same level of approval. Not all Users may have approval privileges.
3. If the User is required to use Token Authentication at wire release, BBC 3.0 will prompt the User for additional information, such as your User ID as well as your Authorization Code, also known as your token code.

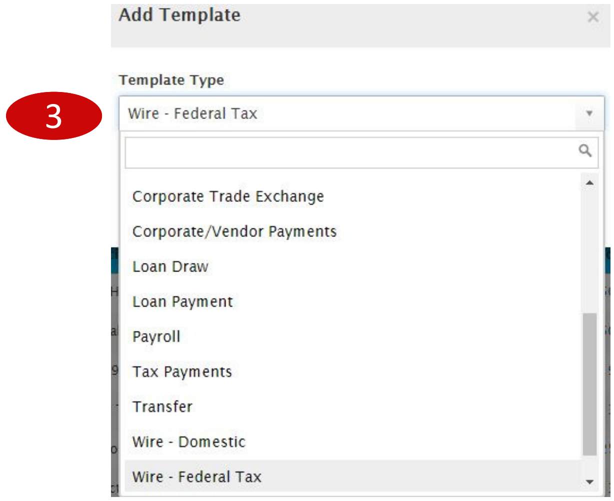
Wire - Federal Tax

Creating a Federal Tax Wire Template

Templates for federal tax wire payments can also be created and managed to improve payment efficiency.

1. From ***Payments/Transfers***, select ***Payment Management***.
2. In the ***Template List View*** widget, click ***Add a New Template***.

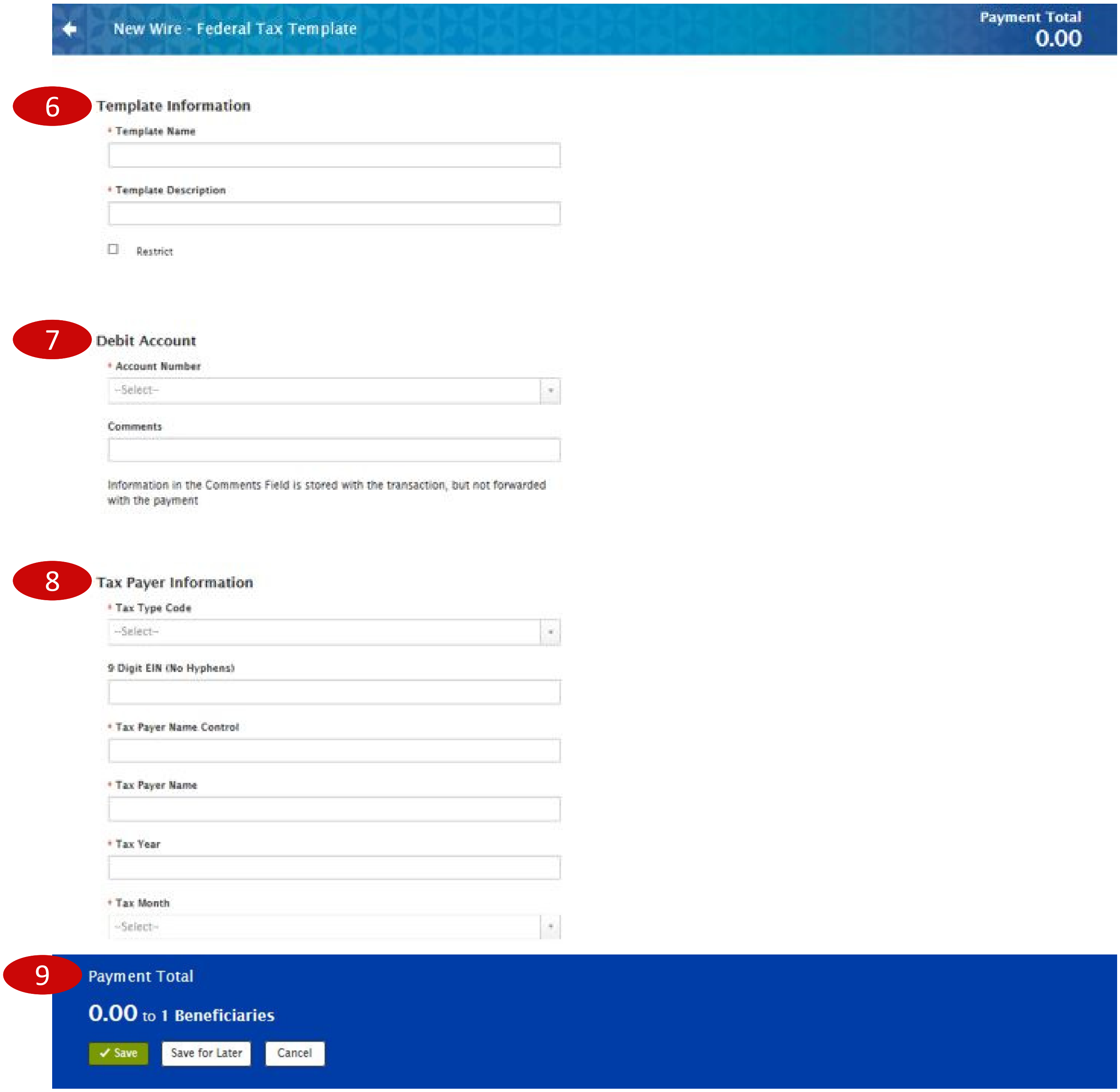
3. From the ***Add Template*** modal, select ***Wire - Federal Tax*** from ***Template Type***.
4. Click ***Continue***.



Wire - Federal Tax

Creating a Federal Tax Wire Template *(continued)*

5. Enter payment information on the ***New Wire - Federal Tax Template*** page.



Bank of Hawaii

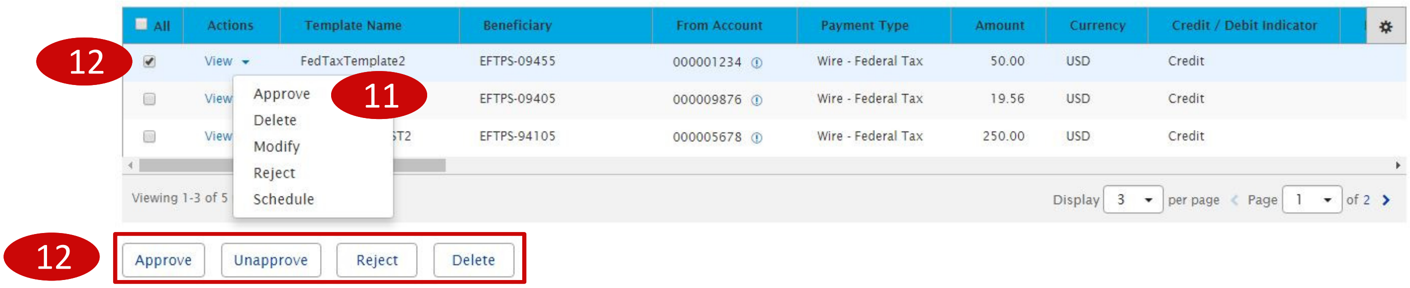
Wire - Federal Tax

Bankoh Business Connections (BBC) 3.0

Wire - Federal Tax

Creating a Federal Tax Wire Template *(continued)*

6. **Template Information**
    - **Template Name** – Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters.
      This field is mandatory.
    - **Template Description** – Enter a description for the template. The description is limited to 35 characters/spaces. *This field is mandatory.*
    - **Restrict** – Check ***Restrict*** to restrict template to users who are explicitly entitled to it.
7. **Debit Account**
    - **Account Number** – Select an account from the dropdown menu. *This field is mandatory.*
        - **Account Name** – Account Name field will display and pre-populate upon selection of the Account Number.
        - **Client Account Name** – Client Account Name field will display and pre-populate upon selection of the Account Number.
    - **Comments** – Information in this field is stored with the transaction but not forwarded with the payment.
8. **Tax Payer Information**
    - **Tax Type Code** – Select from the dropdown menu. *This field is mandatory.*
    - **9 Digit EIN (No Hyphens)** – Enter your nine-digit EIN (Employer ID Number).
    - **Tax Payer Name Control** – Enter the first four letters of your business name. *This field is mandatory.*
    - **Tax Payer Name** – Enter the tax payer name. *This field is mandatory.*
    - **Tax Year** – Enter the tax year (YY – 2 digits). *This field is mandatory.*
    - **Tax Month** – Options will be based on previous selections. *This field is mandatory.*
9. **Payment Total Section**
    - **Save For Later** – Payment information can be saved in ***Incomplete*** status for modification at a later date.
    - **Save** – Click ***Submit*** to submit the payment.
10. Based on the User's template permissions, if the template requires additional approval, the template will move into ***Entered*** status.
11. Click the drop-down icon in the Actions column to Approve, Delete, Modify, Reject or Schedule the template.
12. You can also check the checkbox and click the Approve, Unapprove, Reject, or Delete button.

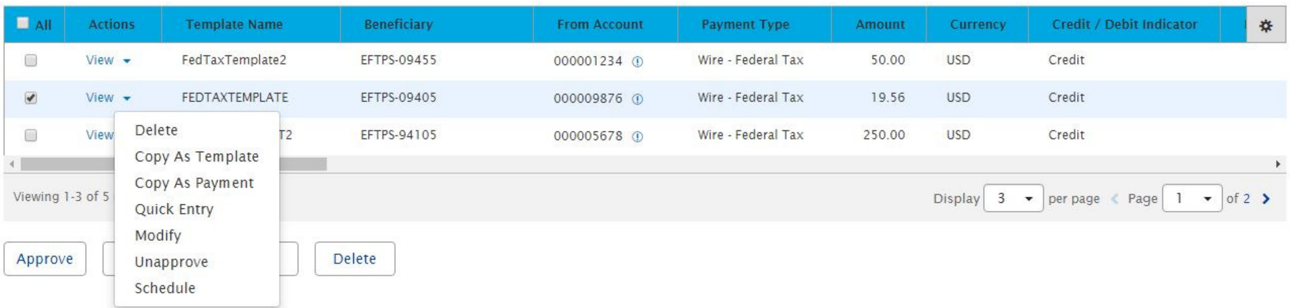


Wire - Federal Tax

Creating a Federal Tax Wire Template *(continued)*

For Approved templates, click the drop-down icon in the Actions column and one of the following actions:

1. ***Delete*** – Select this option to delete the template.
2. ***Copy as Template*** – Select this option to copy a new template based on the selected template. A template must be in approved status to be copied.
3. ***Copy as Payment*** – Select this option to initiate a new wire payment.
4. ***Quick Entry*** – Fill in the fields in the Quick Entry page and click Submit.
5. ***Modify*** – Select this option to modify the template.
6. ***Unapprove*** – Select this option to unapprove the template.
7. ***Schedule*** – Select this option to schedule a recurring wire payment (see pages 10-11).



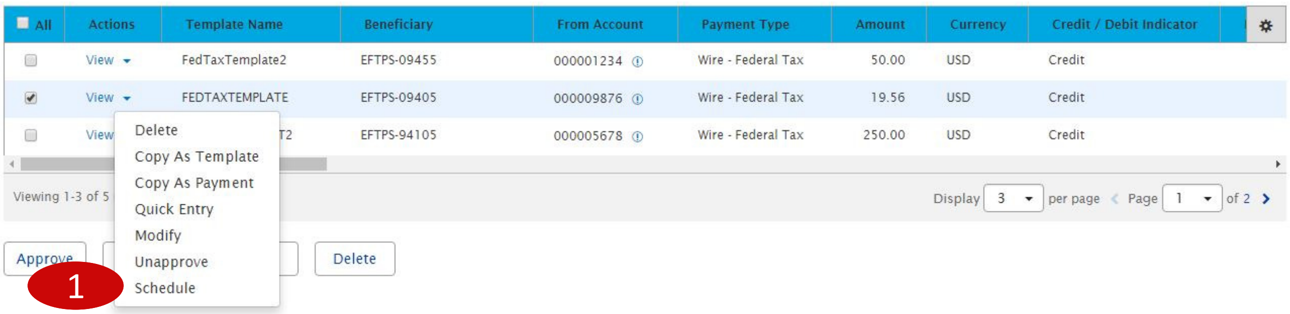
Wire - Federal Tax

Bankoh Business Connections (BBC) 3.0

Scheduling a Federal Tax Wire Payment

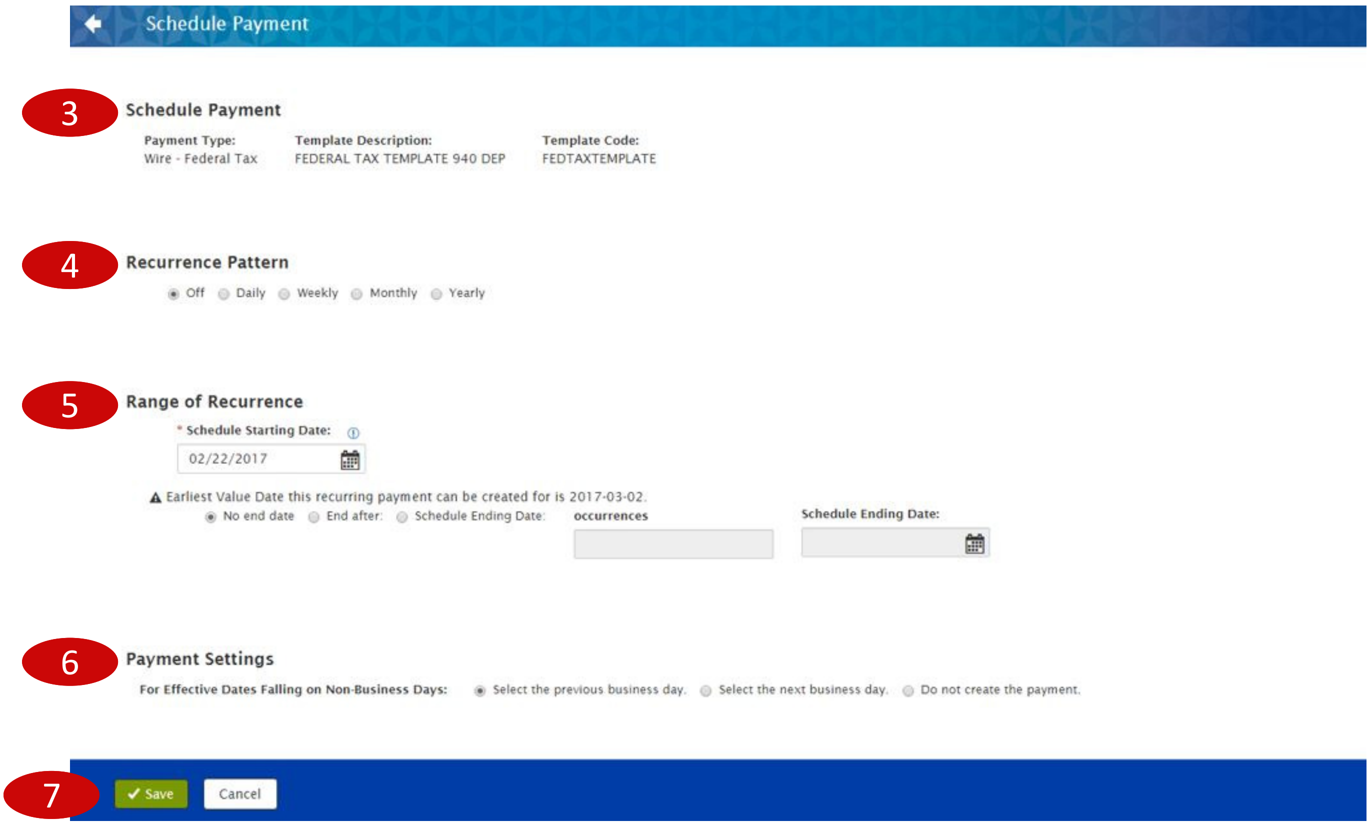
You can schedule a payment using templates.

1. Select a template and click ***View > Schedule*** in the Actions column.



2. On the ***Schedule Payment*** page are four sections:
   - Schedule Payment
   - Recurrence Pattern
   - Range of Recurrence
   - Payment Settings
3. The ***Schedule Payment*** section is prepopulated with the Payment Type, Template Description and Template Code.
4. In the ***Recurrence Pattern*** section, select Daily, Weekly, Monthly, or Yearly; by default, the Off radio button is selected.
   - Further definitions may be required based on your selection.
5. In the ***Range of Recurrence*** section, enter the Schedule Starting Date (MM/DD/YYYY) or select a date using the calendar icon. *This field is mandatory.*
   - The Starting Effective Date is the first value date the scheduler will attempt to create a payment for and must be less than or equal to 5 business days from the date the template is created.
   - Further definitions may be required based on your selection.
6. In the ***Payment Settings*** section, For Effective Dates Falling on Non-Business Days, select one of the following: Select the previous business day; Select the next business day; or Do not create the payment.
7. Click ***Save***.
8. A message in greenbar will accompany the scheduled payment submission (sample below): "Saving a schedule today will not create any payments today. Payments are created 2 business days prior to the Transaction Date to allow time for approvals. If the first payment will have a Transaction Date more than 2 business days from today, a payment will not be created until the next cycle."

Scheduling a Federal Tax Wire Payment *(continued)*



Payment Status

Bankoh Business Connections (BBC) 3.0

Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified, deleted or rejected.
Incomplete	Saved in an incomplete status, for later completion. Not available for workflow. Can be modified or deleted.
Needs Repair	Needs repair, usually due to an error in a file import validation.
Incomplete Approval	Currently in approval workflow. Not available for modification or deletion.
High Value	Requires secondary approval for high value payments. Not available for modification or deletion.
Approved	Approval workflow complete. Not available for modification or deletion. Ready for extraction to back office.
Approver Rejected	Rejected by approver. Not available for workflow. Can be modified or deleted.
Deleted	Deleted. Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
Needs Rate	Needs an online rate. Available for trading and unapproved status, but cannot be modified or deleted.
Released	Released to the back office. Not available for deletion, modification or rejection.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.

Tax Type Codes

Q: **Where can I obtain information about the different Tax Type Codes?**

A: Refer to the IRS.gov website.

Contact Information

For more information, contact Cash Management Services at the following:
Hawaii: (808) 694-8021
Toll-free: (877) 232-0118
Guam: (671) 479-3629 or (671) 479-3633
Email: connections@boh.com