**BANKOH BUSINESS CONNECTIONS 3.0** 

# **QUICK REFERENCE GUIDE**

Wire - Federal Tax

Ah Bank of Hawaii

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#### 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.

h Bank of Hawaii	Home	Payments/Transfers	Fraud / Risk Management	Reporting	Administration and Settings	Kimo Honoli Last Login: 02	ulu /23/2017 02:47 F
ayment Center	KX)	XXX	XXXX		XXXXX	Add Widget	V
Payments List View							\$
Max display of info: 90 days ① ④ Add a New Payment ④ Quick Entry	⁄ ⊕ File Imp	oort 🕞 Export 🖶 Print				€ 02/24/2017	10:10 AM
Filter Select fields	•					Two Week Lo	ok Back 💌

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

Select a Payment Type	Wire - Federal Tax	*
		٩
Select a Payment Template	Corporate/Vendor Payments	•
	Loan Draw	
Cantinua	Loan Payment	
Continue	Payroll	
	Tax Payments	
	Transfer	
	Wire - Domestic	
	Wire - Federal Tax	
	Wire - International	

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#### Wire - Federal Tax

Creating a Federal Tax Wire Payment (continued)

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

Comments Information in the Comments Field is stored with the transaction, but not forwarded with the payment. Tax Payer Information * Tax Type CodeSelect- * Digit EIN No Hyphens3 Digit EIN No Hyphens3 Digit EIN No Hyphens3 * Tax Payer Name * Tax Month * Tax MonthSelect- * Tax MonthSelect- * Value Date * Value Date	Comments	
Information in the Comments Field is stored with the transaction, but not forwarded with the payment Tax Payer Information Tax Payer Information Tax Payer Code Generation Tax Payer Name Control Tax Payer Name Tax Year Tax Year Tax Month Generation Yax Month Value Date Value Date	Information in the Comments Field is stored with the transaction, but not forwarded	
Tax Payer Information   * Tax Type Code  Select-   > Digit EIN (No Hyphens)   * Tax Payer Name Control   * Tax Payer Name   * Tax Payer Name   * Tax Year   * Tax Year  Select-   Amount & Dates   * Value Date	with the payment	
Yax Type Code     -Select-     Poigit EIN (No Hyphens)      Tax Payer Name Control     Tax Payer Name      Tax Year      Amount & Dates     Yalue Date	Fax Payer Information	
9 Digit EIN (No Hyphens) * Tax Payer Name Control * Tax Payer Name * Tax Yayer Name * Tax Year * Tax Year * Tax Month *Select- * Tax Month * Select- * Value Date	* Tax Type Code	
* Tax Payer Name Control  * Tax Payer Name  * Tax Yayer  * Tax Year  * Tax Month  Select- * Amount & Dates  * Value Date	9 Digit EIN (No Hyphens)	
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* Tax Year * Tax Month -Select- * Value Dates * Value Date	* Tax Payer Name	
* Tax MonthSelect- Amount & Dates * Value Date	* Tax Year	
Select	* Tax Month	
Amount & Dates * Value Date	Select-	*
* Value Date	Amount & Dates	
	* Value Date	
Transaction Date	Transaction Date	

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#### 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.

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#### 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 <u>Approve</u>, <u>Delete</u>, <u>Modify</u> or <u>Reject</u> the payment.
- 12. You can also check the checkbox and click the <u>Approve</u>, <u>Unapprove</u>, <u>Reject</u>, or <u>Delete</u> button.
- 13. A confirmation message will appear in greenbar.

		Action	s Beneficiary	ID	Amount	Currency	From Account	Value Date	Same Day ACH Payment	Template Name
12		View •	EFTPS-94100	1147	50.00	USD	000001234 ()	03/31/2017	No	Wi
		View	Approve 11	1135	100.00	USD	000009876 🕕	02/28/2017	No	Wi
		View	Delete Modify	1133	33.00	USD	000005678 🕦	02/28/2017	No	wi
	4		Reject							•
12	Viewing	1-3 of 5 re	napprove Reject	Delete					Display 3 • per page	✓ Page 1 ✓ of 2 >

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#### 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.

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#### 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.

 Template List View
 ★

 Omega Add a New Template ⊕ Manage Template Croups ♠ Export ♣ Print ⊕ File Import
 C 02/24/2017 10:56 AM

 Filter
 Select fields ↓

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

	Add Template	×
	Template Type	
3	Wire - Federal Tax	×
		٩
	Corporate Trade Exchange	•
	Corporate/Vendor Payments	
	Loan Draw	
	H Loan Payment	
	a Payroll	1
	9 Tax Payments	
	• Transfer	
	o Wire - Domestic	
	Wire - Federal Tax	-

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#### Wire - Federal Tax

Creating a Federal Tax Wire Template (continued)

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

Template Information	
* Template Name	
* Template Description	
D. Bussia	
m Watered	
Debit Account	
Account Number	
-Select- *	
Comments	
with the payment	
Tax Payer Information	
Tax Payer Information Tax Type Code	
Tax Payer Information Tax Type CodeSelect- *	
Tax Payer Information Tax Type Code Select- 9 Digit EIN (No Hyphens)	
Tax Payer Information Tax Type Code -Select- 9 Digit EIN (No Hyphens)	
Tax Payer Information     Tax Type Code    Select-     Select-     Digit EIN (No Hyphens)	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name	
Tax Payer Information  Tax Type Code  -Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name Tax Year	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name Tax Year	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name  Tax Year  Tax Year  Tax Month	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name Tax Payer Name	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name  Tax Year  Tax Year  Tax Year	
Tax Payer Information  Tax Type Code  Select-  Digit EIN (No Hyphens)  Tax Payer Name Control  Tax Payer Name  Tax Year  Tax Year  Tax Year  Select-  Payment Total	

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#### 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 <u>Approve</u>, <u>Delete</u>, <u>Modify</u>, <u>Reject</u> or <u>Schedule</u> the template.
- 12. You can also check the checkbox and click the <u>Approve</u>, <u>Unapprove</u>, <u>Reject</u>, or <u>Delete</u> button.

🔲 All	Action	is Templa	ite Name	Beneficiary	From Account	Payment Type	Amount	Currency	Credit / Debit Indicator	*
	View ·	• FedTaxT	emplate2	EFTPS-09455	000001234 ①	Wire - Federal Tax	50.00	USD	Credit	
	View	Approve	11	EFTPS-09405	000009876 ()	Wire - Federal Tax	19.56	USD	Credit	
	View	Delete Modify	5T2	EFTPS-94105	000005678 ①	Wire - Federal Tax	250.00	USD	Credit	
Viewing 1-	3 of 5	Reject Schedule						Display 3	▼ per page < Page 1 ▼ of	2 >

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### 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).

IIA 🗐	Actio	ns Template Name		Beneficiary	From Account	Payment Type	Amount	Currency	Credit / Debit Indicator	*
	View	<ul> <li>FedTaxTemplate</li> </ul>	2	EFTPS-09455	000001234 ①	Wire - Federal Tax	50.00	USD	Credit	
	View	<ul> <li>FEDTAXTEMPLAT</li> </ul>	E	EFTPS-09405	000009876 ①	Wire - Federal Tax	19.56	USD	Credit	
	View	Delete Copy As Template	Г2	EFTPS-94105	000005678 🕕	Wire - Federal Tax	250.00	USD	Credit	
Viewing	1-3 of 5	Copy As Payment Quick Entry						Display 3	▼ per page < Page 1 ▼	of 2 >
Approv	'e	Modify Unapprove Schedule		Delete						

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### **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.

IIA	Actio	ns Template Name	Bene	ficiary	From Account	Payment Type	Amount	Currency	Credit / Debit Indicator	*
	View	<ul> <li>FedTaxTemplate2</li> </ul>	EFTPS	-09455	000001234 ①	Wire - Federal Tax	50.00	USD	Credit	
	View	<ul> <li>FEDTAXTEMPLATE</li> </ul>	EFTPS	-09405	000009876 ①	Wire - Federal Tax	19.56	USD	Credit	
	View	Delete	2 EFTPS	6-94105	000005678 ①	Wire - Federal Tax	250.00	USD	Credit	
∢ Viewing	1-3 of 5	Copy As Payment Quick Entry						Display 3	▼ per page < Page 1 ▼	of 2 >
Approv	1	Modify Unapprove Schedule	Delete	)						

- 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.
- 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."

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### Scheduling a Federal Tax Wire Payment (continued)

	int				
Schedule Payment					
Payment Type: Wire - Federal Tax	Template Description: FEDERAL TAX TEMPLATE 940 DEP	Template Code: FEDTAXTEMPLATE			
Recurrence Pattern					
● Off ⊚ Daily ⊚	Weekly 🔘 Monthly 🍥 Yearly				
Range of Resumers					
Range of Recurrence * Schedule Starting	g Date: ()				
Range of Recurrence * schedule starting 02/22/2017	g Date: ①				
Range of Recurrence * Schedule Starting 02/22/2017 A Earliest Value Date 1 (* No end date	g Date: ① this recurring payment can be created @ End after: @ Schedule Ending D2	I for is 2017-03-02. ate: occurrences	Schedule Ending Date:		
Range of Recurrence	g Date: ① this recurring payment can be created End after: ② Schedule Ending Da	l for is 2017-03-02. ate: occurrences	Schedule Ending Date:	Ē	
Range of Recurrence	g Date: ① this recurring payment can be created © End after: ② Schedule Ending Da	l for is 2017-03-02. ate: occurrences	Schedule Ending Date:	Ê	
Range of Recurrence * Schedule Starting 02/22/2017 ▲ Earliest Value Date ⊛ No end date Payment Settings	g Date: ①	l for is 2017-03-02. ate: occurrences	Schedule Ending Date:	Ħ	



## **Payment Status**

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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.

## **FAQ** Frequently Asked Questions

### **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