

## 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.

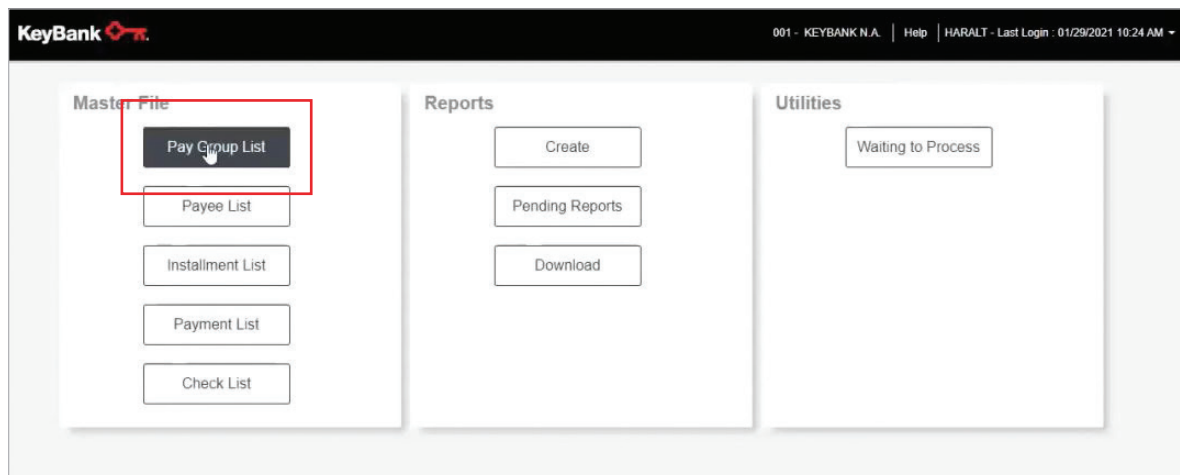
**Special Note:** When completing the setup of a new lump sum payment or installment in PayWeb, you should use the **New Payment** or **New Installment** buttons.



**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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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.

Home / Pay Group List

Available List

Pay Group: 170030001080 Refresh

Pay Group Name: DEMO BENEFIT PAYMENT

View	Pay Group	Name	Administrator	Status
<a href="#">view</a>	170030001080	DEMO BENEFIT PAYMENT		Active
<a href="#">view</a>	L00017003000	DEMO LS BENEFIT PAYMENT		Active

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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.

Home / Payee List

Available List

Pay Group/Payee: 170030001080 010001112

Name: Payee: Partial SSN: Alternate Num:

Filters

Pay Group: Status: Refresh New

View	Pay Group	Payee	Name	Alternate Number	Status
<a href="#">view</a>	170030001080	010001112	ATEST, AARON	*****	Active
<a href="#">view</a>	170030001080	111001234	BTEST, BEN	*****	Active
<a href="#">view</a>	170030001080	111223333	SEPTEMBER, TEST	*****	Active
<a href="#">view</a>	170030001080	111223333	BLANK NAME	*****	Active
<a href="#">view</a>	170030001080	120001111	CURRENT, BENEFIT	*****	Active
<a href="#">view</a>	170030001080	123123124	PAYEE, TEST	*****	Active
<a href="#">view</a>	170030001080	123412345	SMITH, JOHN	*****	Active
<a href="#">view</a>	170030001080	999911111	TEST, PAYEE	*****	Active
<a href="#">view</a>	L00017003000	010001112	ATEST, AARON	*****	Active

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

The screenshot shows the KeyBank PayWeb interface. At the top, there's a navigation bar with 'Home / Payee List / Payee View'. Below this, there's a 'Payment Wizards' section with fields for Pay Group (100017003000), Payee (111223333), Status (Active), Loc, Record Issues, and Name (BLANK NAME). A 'Year To Date' box shows 45,000.00. To the right, there's a 'Pay Group Name' section with details like DEMO LS BENEFIT PAYMENT, Payments: 0, Installments: 0, Direct Deposit: Yes, Plan Type: Pension, and Administrator. Below these sections, there's a horizontal menu with tabs: Home, EFT, Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance, Summary, Data Element View, Tax Ledger, New Payment, and New Installment. The 'New Installment' tab is highlighted with a red box and a mouse cursor. Below the menu, there are sections for Payee Address, Tax Information, Tax Name/Address, Advices, and Dates, each with various input fields.

## 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 has fields for Company (001), Pay Group (170030001000), Payee (010001112), and Type (Fixed Payment or Fixed Balance). The 'Fixed Payment' radio button is selected. The 'OK' button is highlighted with a mouse cursor. In the background, the 'New Installment' tab is selected in the horizontal menu, and the 'Year To Date' box shows 0.00.



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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.

KeyBank

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

Home / Payee List / Payee View / Installment View

New Cancel

Pay Group: 170030001080  
Payee: 010001112  
Installment Number: 1  
Name: ATEST, AARON  
Status: Active

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 Defined Fields(UDF) Maintenance Data Elements View Forecast Installment

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:

Alt Addr 2 Alt Addr 3 Alt Addr 4 Alt Addr 5 Alt Addr 6 Alt Addr 7 Alt Addr 8 Alt Addr 9 Alt Addr 10

Active Address: AD02  
Name:  
Address:  
City: State: Zip:  
Country: Foreign:

Control

Frequency: Monthly  
Annuity Definition:  
Reason:  
Payment Election:  
Payment Source:  
Annuity Type:  
Start Date:  
Stop Date:  
Next Payment:  
Last Paid On:  
Payments Made: 0

Tax Information

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

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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.

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. | 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 table showing payment details: Gross Payment (1,039.12), Deductions (79.46), Net Payment (959.66), and Year to Date (3,117.36).
- Pay Group Information:** Includes Pay Group Name (DEMO BENEFIT PAYMENT), Payee Status (Active), Plan Type (Pension), Location, Special Handling, and Administrator.
- Navigation Tabs:** A row of tabs at the bottom 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 Methods:** Two main sections for payment methods: Rollover EFT Information and Wire. Each section includes fields for Account Type, Routing and Transit, Account, and Secondary Routing Number. Below these are sections for Addenda Payment Information and IAT Bank Information (Bank Name, Country Code).
- Global Payment:** A section for international payments with fields for International Bank Routing, International Bank Account, Global Payment (dropdown), Currency Code, and Residency Code.

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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.

KeyBank

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

Home / Payee List / Payee View / Installment View

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

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 Defined Fields(UDF) Maintenance Data Elements View Forecast Installment

Select a fund to add

Fund ID (DF032)	Status (DF102)	Description (DF705)	Trust Account (DF762)	Amount (DF715)	Start (DF703)	Stop (DF704)
REGU1	Active	REGULAR	0025721.1	0.00		

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.

KeyBank

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

Home / Payee List / Payee View / Installment View

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

Gross Payment: 3,000.00  
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 Defined Fields(UDF) Maintenance Data Elements View Forecast Installment

Code (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital Status (SD551)
FEDTX	Active	FEDERAL TAX	Federal	Fedist Withhold	0.00	FEDTX	Married, Joint
TAXOH	Active	STATE TAX	State	Fedist Withhold	0.00	TAXOH	Married, Joint

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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, the header includes the KeyBank logo and user information: "001 - KEYBANK N.A. | Help | HARALT - Last Login : 01/29/2021 10:24 AM". The breadcrumb trail reads: "Home / Payee List / Payee View / Installment View".

On the left, there are input fields for "Pay Group" (170030001000), "Payee" (010001112), "Installment Number" (1), "Installment Type" (Fixed Payment), "Name" (ATEST, AARON), and "Status" (Active). A grey box in the center displays payment summary data:

Gross Payment:	3,000.00
Deductions:	0.00
Net Payment:	0.00
Year to Date:	0.00

On the right, there are fields for "Pay Group Name" (DEMO BENEFIT PAYMENT), "Payee Status" (Active), "Plan Type" (Pension), "Location", "Special Handling", and "Administrator".

Below these fields is a navigation bar with tabs: "Home", "Alternate Payment", "Funds", "Deductions", "Taxability", "User Defined Fields(UDF)", "Maintenance", and "Data Elements View". The "Forecast Installment" link is highlighted in a red box.

Below the navigation bar is a table with the following 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 of data:

Code (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital Status (SD551)
FEDTX	Active	FEDERAL TAX	Federal	Fed/1st Withhold	0.00	FEDTX	Married, Joint
TAXOH	Active	STATE TAX	State	Fed/1st Withhold	0.00	TAXOH	Married, Joint

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 the installment setup. The header and breadcrumb trail are the same as in the previous screenshot.

On the left, the input fields are the same as in the previous screenshot. The grey box in the center now displays updated payment summary data:

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

On the right, the fields for "Pay Group Name", "Payee Status", "Plan Type", "Location", "Special Handling", and "Administrator" are the same as in the previous screenshot.

Below these fields is a navigation bar with tabs: "Home", "Alternate Payment", "Funds", "Deductions", "Taxability", "User Defined Fields(UDF)", "Maintenance", and "Data Elements View". The "Forecast Installment" link is still highlighted in a red box.

Below the navigation bar is a section titled "The current installment is using the Payee Name and Address." which contains a form for "Payee Address" with fields for "Name", "Address", "City", "State", "Zip", "Country", and "Foreign".

Below the "Payee Address" form is a "Control" section with fields for "Frequency" (Monthly), "Start Date" (01/29/2021), "Annuity Definition", "Stop Date" (12/31/9999), "Reason", and "Next Payment" (01/29/2021).

Below the "Control" section is a "Tax Information" section with fields for "Tax Type" (1099R), "1099R Category" (Normal), and "Account".

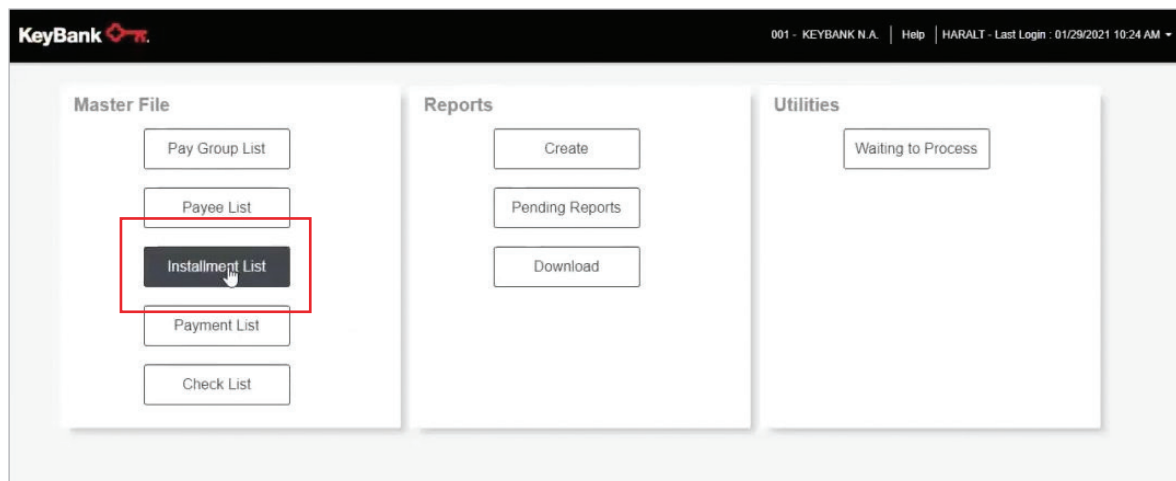
The "New" button is highlighted in a red box.



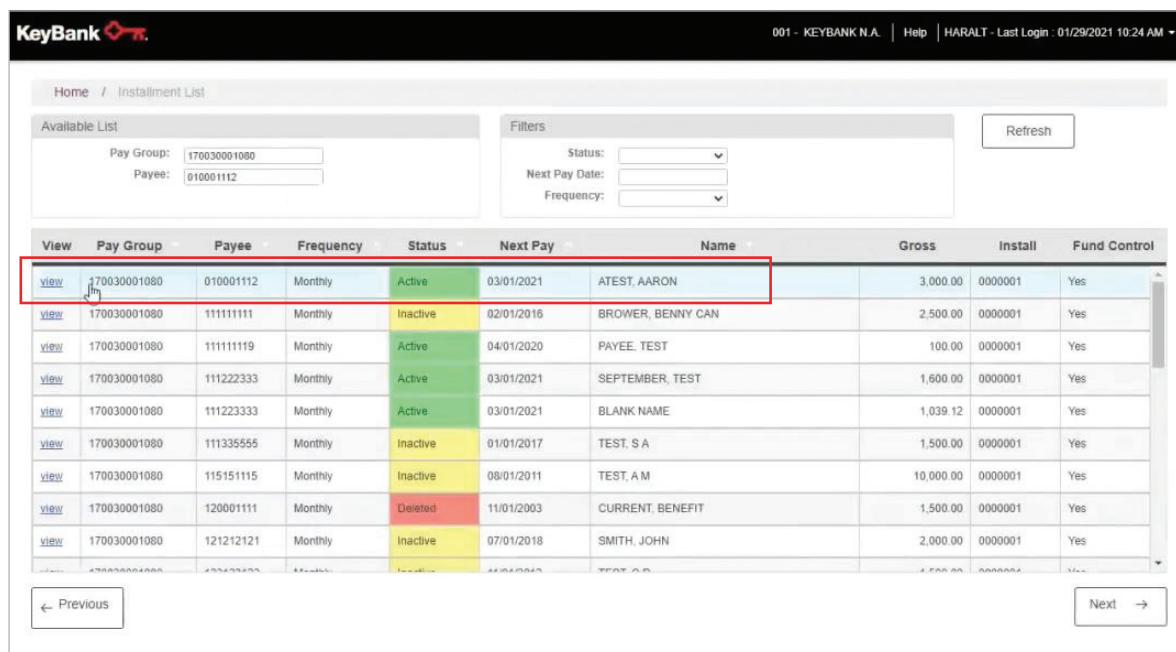
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## New Installment Setup: Retro Payments

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**.





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



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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 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. The main area is titled 'Home / Installment List / Installment View'. A 'Pay Group' of 179030001080 is selected, showing details for Payee 010001112, Installment Number 1, Name ATEST, AARON, and Status Active. A summary box shows Gross Payment: 3,000.00, Deductions: 190.45, Net Payment: 2,809.55, and Year to Date: 0.00. The background form includes fields for Pay Group Name (DEMO BENEFIT PAYMENT), Payee Status (Active), Plan Type (Pension), Location, Special Handling, and Administrator. A modal dialog box titled 'Add Retro Payment' is open in the center, containing fields for Number of Payments (4), Process Date (01/29/2021), Adjustment (unchecked), and Notes (NOV 20, DEC 20, JAN 21 AND FEB 21). The dialog has 'Submit' and 'Cancel' buttons. The background form also includes a 'Control' section with Frequency (Monthly), Annuity Definition, Reason, Payment Election, Payment Source, Annuity Type, Start Date (01/29/2021), Stop Date (12/31/9999), Next Payment (03/01/2021), Last Paid On, Payments Made (0), Tax Type (1099R), 1099R Category (7-Normal), 1099 Misc Box, and 1042S Chpt 3 Exempt Code.



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## 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 ccyyymmdd** 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 Payee View interface. At the top, the KeyBank logo is on the left, and the user information '001 - KEYBANK N.A. | Help | HARALT - Last Login: 01/29/2021 10:24 AM' is on the right. Below the header, there's a breadcrumb trail: 'Home / Payee List / Payee View'. The main area is divided into several sections. On the left, there's a 'Payment Wizards' section with fields for 'Pay Group' (L00017003000), 'Payee' (010001112), 'Status' (Active), 'Loc', 'Record Issues', and 'Name' (ATEST AARON). In the center, there's a 'Year To Date' field showing '0.00'. On the right, there's a 'Pay Group Name' section with 'DEMO LS BENEFIT PAYMENT' and other details like 'Payments: 0', 'Installments: 0', 'Direct Deposit: No', 'Plan Type: Pension', and 'Administrator'. Below these, there's a navigation bar with tabs: 'Home', 'EFT', 'Deductions', 'Miscellaneous', 'Web', 'YTD', 'User Defined Fields(UDF)', 'Maintenance', 'Summary', 'Data Element View', 'Tax Ledger', 'New Payment', and 'New Installment'. The 'New Payment' tab is highlighted with a red box. Below the navigation bar, there are several form sections: 'Payee Address' (Address: 1518 LAINE ROAD, City: ORWELL, State: OH, Zip: 44076, Country Code: US, Country Name: ), 'Tax Information' (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, 10425 Chpt 3 Override: , W8Ben/W9: , W8Ben/W9 Date: , W8Ben/W9 Exp Date: ), 'Tax Name/Address' (Name: , Address: , City: , State: , Zip: , Country: ), 'Advices' (EFT: [checked], Rollover: [unchecked]), and 'Dates' (Birth: 03/10/1958, Participation: 08/01/1960, Separation: 10/15/2020, Death: ). At the bottom, there's a 'Special Handling' field.



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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.

The screenshot shows the KeyBank PayWeb interface. A pop-up window titled "Add New Payment" is centered on the screen. The pop-up contains the following fields: Company (001), Pay Group (L00017003000), Payee (010001112), Distribution Type (Lump Sum), and Frequency (Monthly). The "OK" button is highlighted with a mouse cursor. In the background, the "Payee View" screen is visible, showing fields for Pay Group, Payee, Status, Loc, Record Issues, Name, Address, City, Country Code, Country Name, and Foreign. The "Year To Date" field shows 0.00. The "Pay Group Name" is DEMO LS BENEFIT PAYMENT. The "Pay Group" is L00017003000. The "Payee" is 010001112. The "Status" is Active. The "Loc" is empty. The "Record Issues" is empty. The "Name" is ATEST AARON. The "Address" is 1518 LAINE ROAD. The "City" is ORWELL. The "Country Code" is US. The "Country Name" is empty. The "Foreign" checkbox is unchecked. The "Tax Name/Address" is empty.

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.

The screenshot shows the KeyBank PayWeb interface. The "Payee View" screen is displayed with the "Home" tab selected. The "Home" tab is highlighted with a red box. The "Payee View" screen contains the following fields: Pay Group (L00017003000), Payee (010001112), Name (ATEST AARON), Status (Held), Process Date (01/29/2021), Distribution Type (Lump Sum), Frequency, Form ID (CKL1), Account (0000440915), 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 Cntrl, Distribution No (1), and Administrator. The "Pay To" section contains fields for Name Type (Person), Name (ATEST AARON), Address (1518 LAINE ROAD), City (ORWELL), State (OH), Zip (44076), Country Name, and Foreign. The "Tax Information" section contains fields for Tax Type (1099R), Tax Year (2021), Tax Reporting State (OH), Country, Tax Reporting Code (Year End), 1099R Category (7-Normal), Reason Code, Percent of Dist (0.00), Roth First Contrib Date, IRR Amount (0.00), Dividends (0.00), and Interest (0.00). The "Check" section contains fields for Special Handling, Source (Distribution), and Payment Election. The "1042S" section contains a field for 1042S Chapter 3 Exemption Code. The "1099Misc" section contains a field for 1099Misc Box Number.

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- 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 Cntrl:  
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 Cntrl:  
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	Fed/1st Withhold	0.00	FEDTX	Married, Joint
TAXOH	Active	STATE TAX	State	Fed/1st Withhold	0.00	TAXOH	Single

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- 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.

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, a breadcrumb trail reads: Home / Payee List / Payee View / Payment View. The main content area is divided into several sections. On the left, there are input 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', 'Frequency', 'Account' (0000448915), and 'Employee Number'. In the center, a dark box displays payment summary: Gross Payment: 50,000.00, Rollover: 0.00, Residual: 50,000.00, Deductions: 11,267.56, and Net Payment: 38,732.44. On the right, there are fields for 'Pay Group Name' (DEMO LS BENEFIT PAYMENT), 'Payee Status' (Active), 'Plan Type' (Pension), 'Installment Cntrl', 'Distribution No' (1), and 'Administrator'. Below these, a horizontal menu contains 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 'Alternate Payment Method' tab is active, showing the 'EFT/Wire' section. This section includes a red-bordered box containing 'Destination' (Payee), 'Account Type' (Checking), 'Routing/Transit' (041215032), 'Account' (2780656976), and 'Secondary Routing Number'. To the right of this box is an 'Addendum Records' table. Further right is a 'Memo Check' section with 'Number' (0) and 'Date' fields. At the bottom, there are two sections: 'IAT Bank Information' with 'Bank Name' and 'Bank Country' fields, and 'Global' with 'International Bank Routing', 'International Bank Account', 'Global Payment' (dropdown), 'Currency Code', and 'Residency Code' fields.



# 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.

The screenshot shows the KeyBank PayWeb interface. A modal window titled "Payment Message" is displayed in the center, containing the text "REQUEST PROCESSED SUCCESSFULLY" and a "Close" button. The background interface shows the "Payment View" for a payee named "ATEST, AARON". The "Pay Group" is "L00017003000" and the "Payee" is "010001112". The "Status" is "Held". The "Process Date" is "01/29/2021". The "Distribution Type" is "Lump Sum". The "Form ID" is "CKL1". The "Location" is "ORWELL". The "Gross Payment" is "50,000.00", the "Rollover" is "0.00", the "Residual" is "50,000.00", the "Deductions" is "11,267.56", and the "Net Payment" is "38,732.44". The "Pay Group Name" is "DEMO L.S. BENEFIT PAYMENT". The "Payee Status" is "Active". The "Plan Type" is "Pension". The "Installment Contrib." is "0.00". The "Distribution No." is "1". The "Administrator" is "00000001".

**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.

The screenshot shows the KeyBank PayWeb interface. The "Master File" section is visible, with buttons for "Pay Group List", "Payee List", "Installment List", "Payment List" (highlighted), and "Check List". The "Reports" section has buttons for "Create", "Pending Reports", and "Download". The "Utilities" section has a button for "Waiting to Process". The "Payment List" is displayed, showing a table of payments. The table has columns: View, Pay Group, Payee, Date, Type, Status, Gross, Deductions, Net, Distribution, Payment, and Form. The first row is highlighted, showing a payment with Pay Group "L00017003000", Payee "010001112", Date "01/29/2021", Type "Lump Sum", Status "Held", Gross "50,000.00", Deductions "11,267.56", Net "38,732.44", Distribution "00000001", Payment "00000001", and Form "CKL1". The "Status" column is highlighted in blue. The "Payment List" is titled "Available List". The "Filters" section has buttons for "Status", "Process Date", and "Payment Type". The "Refresh" button is also visible. The "View" button is highlighted in blue.



# PayWeb Quick Reference Guide – Setting Up a New Payment

## New Payment Setup – Lump Sum Payments (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 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.

- Click **New Payment** within the **Payee View** screen.

The screenshot displays the KeyBank Payee View interface. At the top, the KeyBank logo is on the left, and the user ID '001 - KEYBANK N.A.' and login information are on the right. Below the header, there's a navigation bar with links like Home, Payee List, and Payee View. The main content area is divided into several sections. On the left, there's a 'Payment Wizards' section with fields for Pay Group (L00017003000), Payee (010001112), Status (Active), Loc, Record Issues, and Name (ATEST AARON). In the center, there's a 'Year To Date' field showing 0.00. On the right, there's a summary section for the Pay Group Name (DEMO LS BENEFIT PAYMENT) and various counts (Payments: 0, Installments: 0, Direct Deposit: No, Plan Type: Pension, Administrator). Below these, there's a horizontal menu with tabs: 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. The main form area is divided into several sections: Payee Address (Address: 1518 LAINE ROAD, City: ORWELL, State: OH, Zip: 44076, Country Code: US, Country Name, Foreign checkbox), Tax Information (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, W8Ben/W9 Exp Date), Tax Name/Address (Name, Address, City, State, Zip, Country), Advices (EFT checkbox, Rollover checkbox), Dates (Birth: 03/10/1958, Participation: 08/01/1960, Separation: 10/15/2020, Death), and Special Handling.



# 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.

The screenshot shows the KeyBank PayWeb interface. A pop-up window titled "Add New Payment" is centered on the screen. The pop-up contains the following fields: Company (001), Pay Group (L00017003000), Payee (010001112), Distribution Type (Lump Sum), and Frequency (Monthly). The "OK" button is highlighted with a mouse cursor. In the background, the "Payee View" screen is visible, showing fields for Pay Group, Payee, Status, Loc, Record Issues, Name, Address, City, Country Code, Country Name, Foreign, and Tax Name/Address. The "Year To Date" field shows 0.00. The "Pay Group Name" is DEMO L.S. BENEFIT PAYMENT. The "Pay Group" is L00017003000. The "Payee" is 010001112. The "Status" is Active. The "Loc" is empty. The "Record Issues" is empty. The "Name" is ATEST, AARON. The "Address" is 1518 LAINE ROAD. The "City" is ORWELL. The "Country Code" is US. The "Country Name" is empty. The "Foreign" checkbox is unchecked. The "Tax Name/Address" is empty.

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.

The screenshot shows the KeyBank PayWeb interface with the "Home" tab selected. The "Home" tab is highlighted with a red box. The "Pay To" section shows the following information: Name Type (Person), Name (ATEST, AARON), Address (1518 LAINE ROAD), City (ORWELL), State (OH), Zip (44076), Country Name, and Foreign checkbox. The "Tax Information" section shows the following information: Tax Type (1099R), Tax Year (2021), Tax Reporting State (OH), Country, Tax Reporting Code (Year End), 1099R Category (7-Normal), Reason Code, Percent of Dist (0.00), Roth First Contrib Date, IRR Amount (0.00), Dividends (0.00), Interest (0.00), 1042S, 1042S Chapter 3 Exemption Code, 1099Misc, and 1099Misc Box Number. The "Check" section shows the following information: Special Handling, Source (Distribution), and Payment Election.

## 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.

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

Distribution Type: Lump Sum

Form ID: CKL1

Location:

Process Date: 01/29/2021

Frequency:

Account: 0000448915

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 Contr:

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

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, a breadcrumb trail shows 'Home / Payee List / Payee View / Payment View'. The main content area is divided into several sections. On the left, there are input fields for 'Pay Group' (L00017003000), 'Payee' (010001112), 'Name' (ATEST, AARON), 'Status' (Held), 'Process Date' (01/29/2021), 'Distribution Type' (Lump Sum), 'Form ID' (CKL1), 'Account' (0000448915), and 'Location'. In the center, a summary box shows 'Gross Payment: 100,000.00', 'Rollover: 0.00', 'Residual: 100,000.00', 'Deductions: 0.00', and 'Net Payment: 100,000.00'. On the right, there are fields for 'Pay Group Name' (DEMO LS BENEFIT PAYMENT), 'Payee Status' (Active), 'Plan Type' (Pension), 'Installment Cntr' (1), 'Distribution No' (2), and 'Administrator'. Below these, a tabbed interface shows 'Rollover 1' selected. Under the 'Address' tab, the 'Address-Rollover' panel is active, showing fields for 'Name' (ANY BANK USA), 'Address' (FBO AARON ATEST, 47 RAINBOW FARM ROAD), 'City' (YARMOUTH), 'State' (ME), 'Zip' (04096-3357), 'Country Name', 'Foreign' checkbox, 'Name Type' (Company), and 'Rollover Account' (2780656976). To the right of this panel, there are sections for 'Distribution' (Gross: 100.00, Deductions: 0.00, Net: 0.00, Employee Contributions: 0.00, Housing Allowance: 0.00) and 'Tax Information' (Tax Reporting Code: Year End, 1099R Category, Roth First Contrib Date, Reason Code, 1042S Chp 3 Exempt Code). At the bottom, a 'Check' section shows 'Special Handling', 'Source' (Rollover), and 'Pmt. Election'.

# 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. At the top, there's a navigation bar with 'Home / Payee List / Payee View / Payment View'. Below this, there's a form for entering payment details. The 'Pay Group' is 'L00017003000' and the 'Payee' is '010001112'. The 'Name' is 'ATEST, AARON'. The 'Status' is 'Held'. The 'Process Date' is '01/29/2021'. The 'Distribution Type' is 'Lump Sum'. The 'Form ID' is 'CKL1'. The 'Account' is '0000448915'. The 'Employee Number' is empty. The 'Location' is empty. The 'Pay Group Name' is 'DEMO LS BENEFIT PAYMENT'. The 'Payee Status' is 'Active'. The 'Plan Type' is 'Pension'. The 'Installment Cntrl' is empty. The 'Distribution No.' is '2'. The 'Administrator' is empty. The 'Gross Payment' is '100,000.00'. The 'Rollover' is '0.00'. The 'Residual' is '100,000.00'. The 'Deductions' is '0.00'. The 'Net Payment' is '100,000.00'. The 'Distribution' panel is highlighted with a red box. It contains the following fields: 'Gross' (100,000.00), 'Deductions' (0.00), 'Net' (0.00), 'Employee Contributions' (0.00), and 'Housing Allowance' (0.00). The 'Tax Information' panel is also visible, showing 'Tax Reporting Code' (Year End), '1099R Category' (G-Direct Rollover), '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.

The screenshot shows the KeyBank PayWeb interface. At the top, there's a navigation bar with 'Home / Payee List / Payee View / Payment View'. Below this, there's a form for entering payment details. The 'Pay Group' is 'L00017003000' and the 'Payee' is '010001112'. The 'Name' is 'ATEST, AARON'. The 'Status' is 'Held'. The 'Process Date' is '01/29/2021'. The 'Distribution Type' is 'Lump Sum'. The 'Form ID' is 'CKL1'. The 'Account' is '0000448915'. The 'Employee Number' is empty. The 'Location' is empty. The 'Pay Group Name' is 'DEMO LS BENEFIT PAYMENT'. The 'Payee Status' is 'Active'. The 'Plan Type' is 'Pension'. The 'Installment Cntrl' is empty. The 'Distribution No.' is '2'. The 'Administrator' is empty. The 'Gross Payment' is '100,000.00'. The 'Rollover' is '100,000.00'. The 'Residual' is '0.00'. The 'Deductions' is '0.00'. The 'Net Payment' is '0.00'. The 'Distribution' panel is highlighted with a red box. It contains the following fields: 'Gross' (100,000.00), 'Deductions' (0.00), 'Net' (100,000.00), 'Employee Contributions' (0.00), and 'Housing Allowance' (0.00). The 'Tax Information' panel is also visible, showing 'Tax Reporting Code' (Year End), '1099R Category' (G-Direct Rollover), 'Roth First Contrib Date', 'Reason Code', and '1042S Chp 3 Exempt Code'.

# PayWeb Quick Reference Guide – Setting Up a New Payment

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.

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 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, Frequency, Account (0000448915), and Employee Number.
- Payment Summary:** A table showing 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:** Includes Pay Group Name (DEMO LS BENEFIT PAYMENT), Payee Status (Active), Plan Type (Pension), Instalment Cntrl, Distribution No (1), and Administrator.
- Alternative Payment Method:** This tab is selected, showing EFT/Wire details. A red box highlights the Destination (Payee), Account Type (Checking), Routing/Transit (041215032), and Account (2780658976) fields. Other fields include Secondary Routing Number, Addendum Records, and Memo Check (Number: 0, Date).
- IAT Bank Information:** Includes Bank Name and Bank Country.
- Global:** Includes International Bank Routing, International Bank Account, Global Payment, Currency Code, and 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.

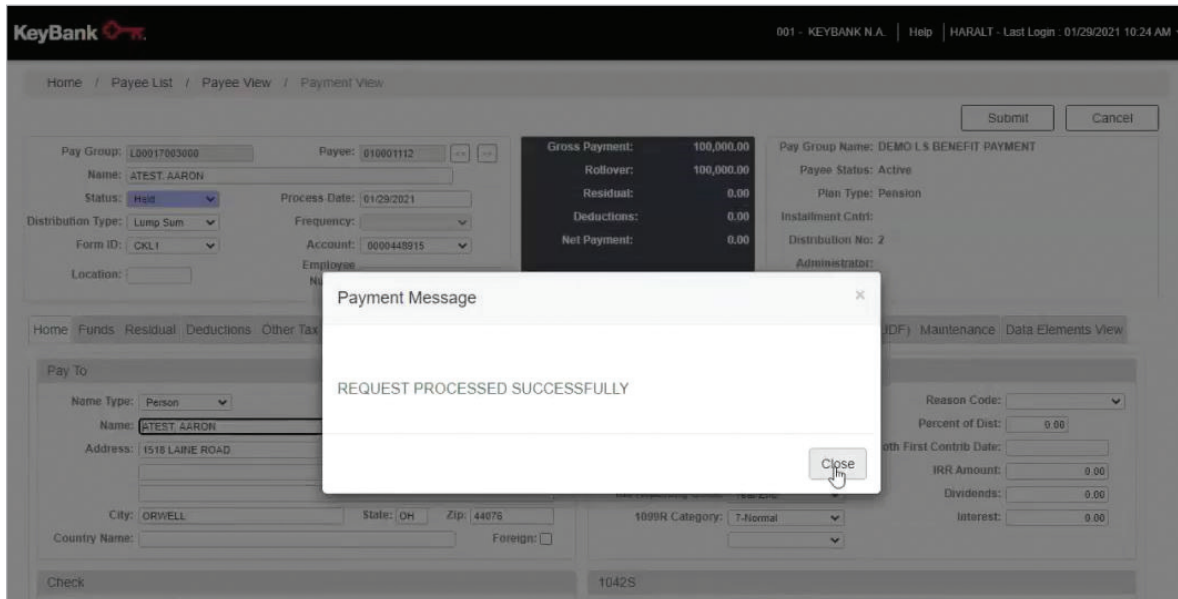
The screenshot displays the KeyBank PayWeb interface for setting up a new payment. The background shows a form with various fields for payment details, including Pay Group, Payee, Name, Status, Distribution Type, Form ID, Location, Process Date, Frequency, Account, and Employee. A summary box on the right shows Gross Payment, Rollover, Residual, Deductions, and Net Payment, all set to 0.00. A modal window titled "Message" is overlaid on the form, displaying a warning: "Warning: Deductions for this payment have not been computed. Click OK if you want to save the payment." The modal has "OK" and "Close" buttons. The KeyBank logo is visible in the top left corner of the interface.



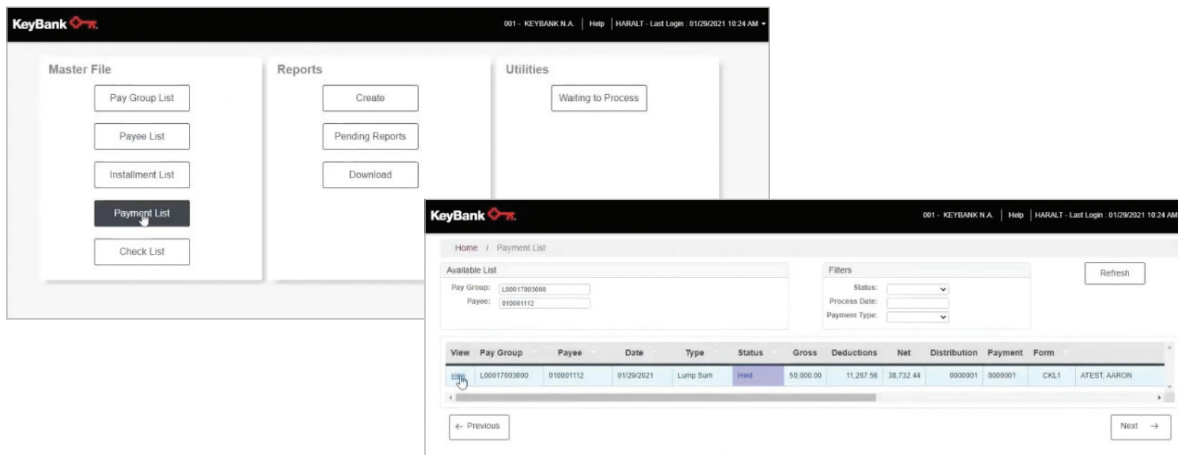


# PayWeb Quick Reference Guide – Setting Up a New Payment

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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