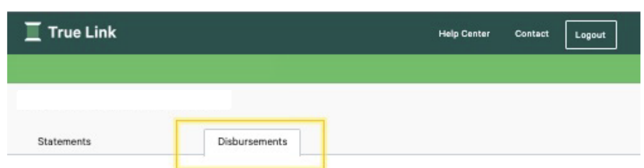
True Link

True Link Trust Portal Guide: Requesting a Disbursement

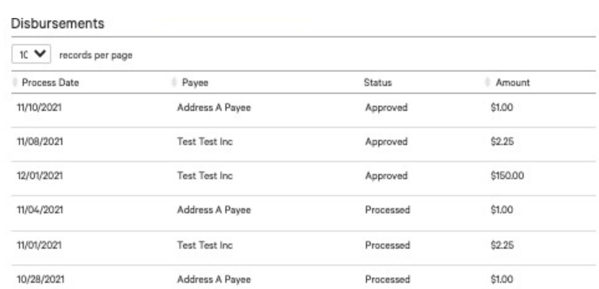
How to request a disbursement:

You can submit requests for one-time disbursements in this portal. For recurring disbursements, please contact your Trust Administrator.

01 Select the “Disbursements” tab



02 Here you can view all of your disbursements for the quarter.


Disbursements

10 records per page

Process Date	Payee	Status	Amount
11/10/2021	Address A Payee	Approved	$1.00
11/08/2021	Test Test Inc	Approved	$2.25
12/01/2021	Test Test Inc	Approved	$150.00
11/04/2021	Address A Payee	Processed	$1.00
11/01/2021	Test Test Inc	Processed	$2.25
10/28/2021	Address A Payee	Processed	$1.00

03 **Click on the green** "Request disbursement" button to get started.

04 **Input the required information.**

A. Description: a detailed description of your request

B. Beneficiary Name: automatically populates

C. Requested by: insert your name as the requester of the disbursement

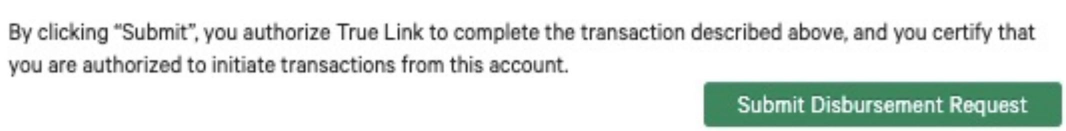
D. Payment Type: select your preferred payment type, EFT or Check, depending on if you want the disbursement to be made via electronic payment or a paper check.

E. Payee: Select a payee from the dropdown list, or create a new payee by using the "+ New Payee" button (Detailed instructions for adding a payee below)

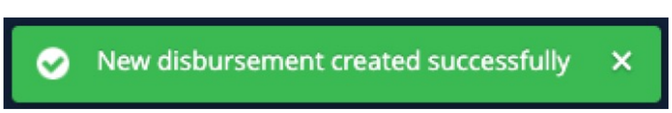
F. Amount: enter the amount of the request

05 **Add documentation** by clicking on the green "Select File" button to attach any documentation to the disbursement as required by your Trust Administrator (ex: invoices or receipts).

06 Click the green "Submit Disbursement Request" button to finalize your request.



07 Upon successful completion of your disbursement request with all required information completed, you will see a confirmation window.



How to create a new payee

For check payees

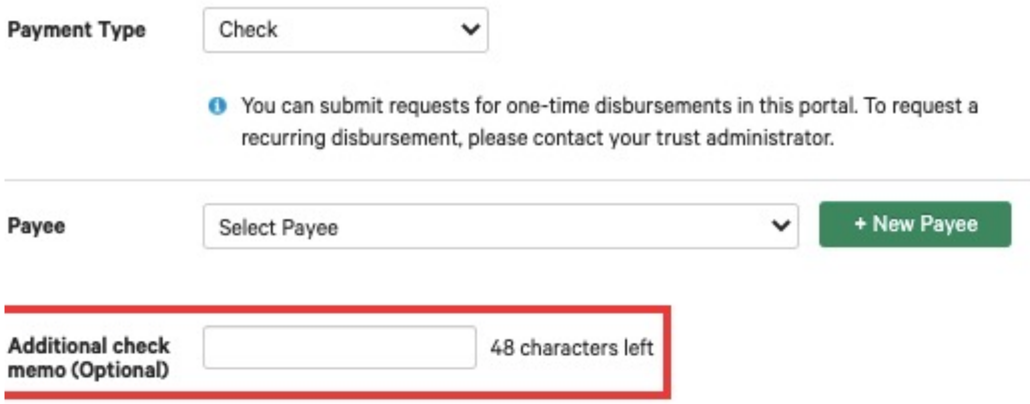
01 Select “Check” for your payment type and **click on the green “+ New Payee” button.**

02 Complete the “New Payee” form:

- **A. Payee Name:** Enter the name of the entity or individual the check should be made out to.
- **B. Does this payee need a 1099 form?:** Check this box if the payee is an independent contractor and will need to be issued a 1099-MISC for tax purposes. If you have any questions regarding 1099 information, please contact your Trust Administrator or tax adviser.
- **C. Payment Type:** This field should automatically populate with the payment type, ‘Check’. Leave the payment type as ‘Check’ and proceed.
- **D. Address Fields:** Enter the full mailing address for the payee.
- **E. Account Number With Payee:** Enter the account number, reference number, name on the account, etc. needed for reference when making payments specific to the payee. This line will show as the first memo line on the physical check and will be saved with the payee details automatically. *For example: For a Comcast bill, enter the Comcast account number associated with the beneficiary’s name for which you are submitting the payment for.*

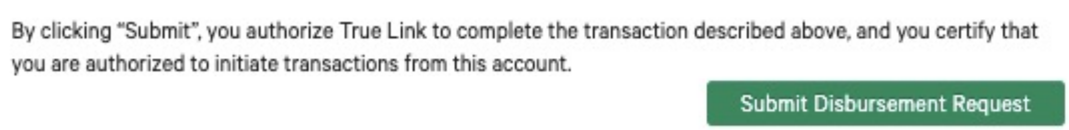
03 **Click the green “Next” button** and select the payee name you have just created in the “Payee” drop-down menu.

04 **Remember** to fill out the “Additional check memo line” if you would like to include additional information in the memo line to be printed on the check. This will be added as the second part of the memo line with the “Account Number With Payee”. *For Example: input the invoice number of the bill that is being paid.*



05 If any of the required form fields are missing, you will not be able to submit the disbursement request, and the field will be marked with a red “Required Field.” Confirm you have completed the required fields before the form can be submitted.

06 Click the green “Submit Disbursement Request” button to finalize your request.



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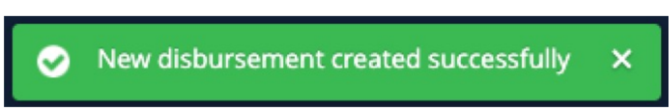


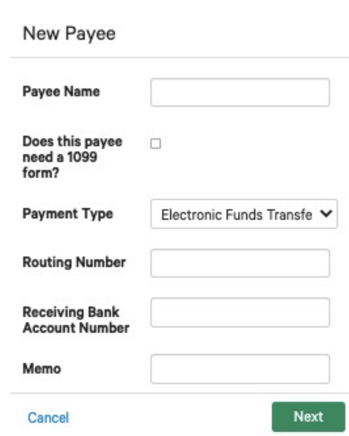
Electronic Funds Transfer (EFT) Payees

01 Select “Electronic Funds Transfer” for your payment type and **click on the green “+ New Payee” button.”**

02 Complete the “New Payee” form:

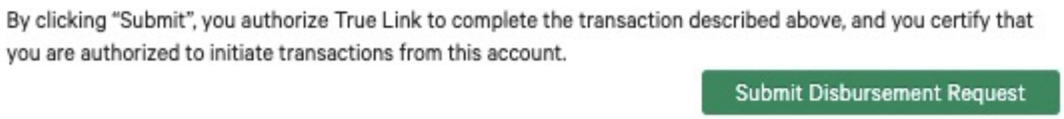
- **A. Payee Name:** Enter the name of the entity or individual you are sending funds to.
- **B. Does this payee need a 1099 form?:** Check this box if the payee is an independent contractor and will need to be issued a 1099-MISC for tax purposes. If you have any questions regarding 1099 information, please contact your Trust Administrator or tax adviser.
- **C. Payment Type:** This field should automatically populate with the payment type, ‘Electronic Funds Transfer’. Leave the payment type as ‘Electronic Funds Transfer’ and proceed.
- **D. Routing number:** Enter the account number of the bank account you are transferring funds to.
- **E. Receiving Bank Account Number:** Enter the account number of the bank account you are transferring funds to.
- **F. Account Number With Payee:** Enter the account number, reference number, name on the account, etc. needed for reference when making payments specific to the payee. For example: For a Comcast bill, enter the Comcast account number associated with the beneficiary’s name for which you are submitting the payment for.

03 Click on the green “Next” button and select the payee name you have just created in the ‘Payee’ drop-down menu.

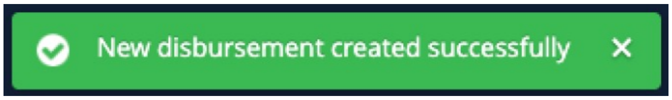


04 If any of the required form fields are missing, you will not be able to submit the disbursement request, and the field will be marked with a red "Required Field." Confirm you have completed the required fields before the form can be submitted.

05 Click the green "Submit Disbursement Request" button.



06 Upon successful completion of your disbursement request with all required information completed, you will see a confirmation window.



Please contact your Trust Administrator for any questions relating to processing your disbursement request(s).

Note: Please keep in mind that your Trust Administrator may have its own policies around disbursement requests. Please check those policies before submitting a request. Your Trust Administrator will approve (or reject disbursements). True Link does not approve or reject disbursements.