Creating a Payee for GYC Trips

Type "National Exchange Bank GYC" into the Pay Someone New area at the top of the bill payment screen.

DO NOT SELECT "National Exchange Bank and Trust" from the drop down as it appears.

Click "Add."

When it asks for the account number, type "GYC Trip".

Now add the GYC address.

Line 1:   GYC Travel Program
Line 2:   PO Box 988
City: Fond du Lac
State: WI
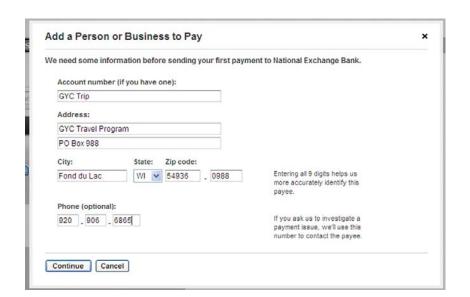Zip: 54936-0988
Phone: 920-906-6865

Click Continue.

At the next screen, click "Go To Make Payments" if you want to make a payment right away.

Otherwise, simply click the "x" in the upper right-hand corner.

The payee is now created.

When you use Bill Payment to pay for a GYC Trip, click "Add Memo" and add the trip name to the memo of the payment.

If you have previously saved the memo, the link will say "Edit Memo." Click "Edit Memo," the "Clear" button and then type in the name of the trip to which the payment should be directed.