

INTERNATIONAL WIRE TRANSFER QUICK TIPS & FAQ

In order to effectively process an international wire transfer, it is essential that the ultimate beneficiary bank as well as the intermediary bank, if applicable, is properly identified through routing codes and identifiers. However, countries have adopted varying degrees of sophistication in how they route payments between their financial institutions, making this process sometimes challenging. For this reason, these Quick Tips have been created to help you effectively process international wires. By including the proper routing information specific to a country when processing a wire transaction, you can ensure your wires will be processed correctly.

Depending on the destination of an international wire transfer, the following identifiers should be used to identify the beneficiary bank and intermediary bank, as applicable.

SWIFT code: Stands for ‘Society for Worldwide Interbank Financial Communications.’ Within the international transfer world, SWIFT is a universal messaging system. SWIFTs are BICs (Bank Identifier Code) connected to the S.W.I.F.T. network and either take an eleven digit or eight digit format. A digit other than “1” will always be in the eighth position.

Swift codes always follow this format:

- Character 1-4 are alpha and refer to the bank name
- Characters 5 and 6 are alpha and refer to the currency of the country
- Characters 7-11 can be alpha, numeric or both to designate the bank location (main office and/or branch)

Example: DEUTDEDK390 (w/branch); SINTGB2L (w/o branch)

BIC: A universal telecommunication address assigned and administered by S.W.I.F.T. BICs are not connected to the S.W.I.F.T. network, however, and cannot be used in the header of a S.W.I.F.T. message. BICs either take an 11 digit or eight digit format, with a “1” always being in the eighth position.

Example: BACOARB10B7; PORAITR1

BLZ: The Austrian BLZ number, used to clear funds and/or route payments in Austria, consists of five digits. The German BLZ number, used to clear funds and/or route payments in Germany, consists of eight digits.

Example: 19521 (Austria); 51210800 (Germany)

BSB: The Australian BSB number, used to clear funds and/or route check payments in Australia, consists of six digits.

Example: 736226

IBAN: The International Bank Account Number (IBAN) is a series of alphanumeric characters that uniquely identifies an account held at a bank in participating European countries. It has a maximum of 34 characters and contains the ISO country code, two check digits, a bank identifier, a branch identifier (if used) and an account number. Wire transfers sent to participating countries must include the IBAN for the beneficiary as well as the SWIFT or BIC of the beneficiary’s financial institution. **Verification of the IBAN’s structure is recommended prior to inclusion in wire instructions.**

The following sites are helpful in verifying the structure of an IBAN: <http://www.apacs.org> and <http://www.xe.com/ibt/>. For details on the IBAN, including a list of participating countries and IBAN examples, refer to the IBAN Quick Reference Guide.

NZ2: The New Zealand NZ2 code, used to clear funds and/or route check payments in New Zealand, consists of six digits.

Example: 031508

TRNO: The Canadian Transit Number is the direct payment routing number system in Canada, administered by the Canadian Payments Association. It consists of nine digits.

Example: 003003019

UKSORT: The United Kingdom sort code is used by the payment system administered in the United Kingdom, Gibraltar, Guernsey, Isle of Man, and Jersey by the Association for Payment Clearing Services (APACS). The first two digits are those allocated to institutions as settlement members of the Cheque & Credit Clearing Company, Ltd. A Sort consists of six digits.

Example: 40-53-90

Specific Country Tips:

Preferred routing code options

Mexico	You should receive an 18 digit account number known as a CLABE from the beneficiary. <ul style="list-style-type: none">• First three digits is the bank code, next three digits is the location code, next 11 digits is the account number, and last digit is a control digit.
Canada	Use the nine digit numeric transit number (TRNO) <ul style="list-style-type: none">• Leading zero• First three digits designate the institution• Last five digits designate the branch location
United Kingdom	Use six digit numeric sort code (UKSORT). If UKSORT is not provided then ask for a full physical bank address
Others/Europe	Germany: include eight digit BLZ number Austria: include five digit BLZ number Italy: include five digit CAB and ABI numbers France: include SWIFT Poland: include eight digit NROB number Australia: include six digit BSB code New Zealand: include six digit NZ2 code South Pacific: include six digit BSB code

Unique Informational Requirements by Country:

Russia

- Requires a natural person sender

Venezuela

- Requires a natural person sender

Thailand

- Provide a 10 digit account number
- First three digits designate the branch
- Thailand requires an explanation as to why a non-Thai resident is sending currency into the country
- Must include telephone number for final beneficiary

India, Pakistan, Nepal or Bangladesh

- Always provide the full address and telephone number of the bank where the final beneficiary holds their account
- Also provide a complete address and phone number for the beneficiary
- Due to import/export laws, India can hold a wire payment up to two weeks at every branch location

Brazil

- Requires a natural person sender
- Agency or branch number

Most frequent errors or omissions that result in processing delays:

- City and Country mismatch (e.g. Tokyo, China)
- Incorrect beneficiary account
- No beneficiary name or beneficiary (listed as none given)
- Final beneficiary is a company and remitter or invoice number is not clearly listed
- Foreign currency sent does not match receiving country (AUD sent to a New Zealand bank)
- Final beneficiary is a school or university and remitter or student/attendee reference information is incomplete
- No intermediary bank information when applicable
- Only bank name is listed with no address, city, country, or branch information
- Bank is not clearly spelled out or identified
- Swift code and country mismatch or two countries listed on the wire
- Missing IBAN on wires to IBAN participating countries

Other Helpful Tips:

- Beneficiary address should not be erroneous “none, 123, N/A”
- Provide full bank information on both the beneficiary bank and the intermediary bank, if applicable.
- The use of pay upon proper identification (PUPID) wires is strongly discouraged. In the event that you execute a payment in this manner you must provide the following documentation:
 - For wire under \$7,000 USD
 - Reason for payment
 - Relationship between sender and beneficiary
 - Nationality of beneficiary
 - Type of identification the individual will present when picking up funds, such as passport number XXXXXXXX
 - For wires greater than \$7,000 USD, you will need all of the above information plus:
 - The business that the parties are engaged in and their occupations

Frequently Asked Questions

Q. What is a BIC?

A. The Bank Identifier Codes (BIC), sometimes referred to as the Society for Worldwide Inter- bank Financial Telecommunications (SWIFT) code (both terms are used interchangeably), is a unique identifier for financial institutions. The BIC is used as the international standard for identification of financial institutions in a payment chain. The BIC is the only identifier recognized in the cross-border European clearing systems (Target, Euro1 and Step2).

Q. What is an IBAN?

A. International Bank Account Number (IBAN) is an International Organization for Standardization (ISO) criterion for bank accounts. The IBAN is composed of a two-character ISO country code, two-digit IBAN check digit, bank/branch identifier and account number. IBAN codes are a maximum of 34 digits long. IBANs are a global standard for account numbers that uniquely identify a customer's bank account.

Q. What is the BIC and IBAN resolution?

A. The BIC and IBAN resolution was written by the European Payments Council in an effort to promote the migration to a Single Euro Payments Area (SEPA) by the year 2010. The European Payments Council (EPC) has mandated the usage of BIC and IBAN for euro payments to promote a greater level of straight-through processing (STP) in the European marketplace and increase the overall efficiency of payments.

Q. What is the European Payments Council?

A. The EPC is the decision-making and coordination body of the European banking industry in relation to payments. Its purpose is to support and promote the creation of a SEPA. More information on the EPC is available on its Web site: www.europeanpaymentscouncil.org.

Q. What does the BIC and IBAN resolution indicate?

A. The BIC and IBAN resolution mandates the usage of BIC and IBAN as the only identifier for the beneficiary account number and beneficiary bank from Jan. 1, 2006 for all intra-European Union/European Economic Area (EU/EEA) Euro payments. The resolution also supports an interim period between Jan. 1, 2006 and Jan. 1, 2007 when banks can accept payments without the BIC and IBAN without additional fees.

Q. What impact will this new resolution have on my business?

A. This new resolution will mean that all your euro payments within the EU/EEA will be required to contain the IBAN and BIC of the beneficiary's bank

Q. Why was this resolution introduced?

A. The resolution was introduced for a number of reasons. Two primary reasons were to promote increased levels of STP within the EU/EEA payment market and to move toward the creation of a SEPA.

Q. What will happen if I do not quote a BIC and IBAN on my payments from Jan. 1, 2007?

A. In January 2007 any bank that receives a payment without the necessary BIC and IBAN information will be entitled to reject that payment and return the funds to the sending party, in addition to charging a fee. Some banks may still choose to process payments without the BIC and IBAN, and continue to charge an additional service fee. Please note that BP Federal Credit Union no longer accepts wire requests without an IBAN.

Q. If the IBAN is a unique code, why is a SWIFT BIC also required?

A. The IBAN provides the account number and the SWIFT BIC provides the routing information. While routing information is incorporated into the IBAN, neither the banking systems nor the market infrastructures are in a position to extract and use it.

Q. Who is responsible for issuing IBANs?

A. The account-holding bank is responsible for issuing IBANs to its customers.

Q. Where can I obtain information on the structure of the IBAN in each country?

A. The ECB Web site (www.ecbs.org) provides information on the structure and components of the IBAN in the issuing countries. From the home page, select the following menu options to download the Register of European Account Numbers: IBA; IBAN Standard & Related Publications; and Related Publications. ***It is recommended that only the issuing banks construct the IBAN.***