Wire Transfer Request Form Instructions

**Wire Date Requested:** Please fill in the date of your request

**Domestic:** Please check if the wire is to a bank located in the United States

**Foreign:** Please check if the wire is to a bank outside the United States

**Amount of Wire:** Please fill in the amount of the wire for whatever the currency.

**Type of Currency:** Please indicate the currency. If you do not know the symbol for the currency please write out the currency in full. Please see list of currencies on back.

**Beneficiary Bank Name:** Please enter the bank name of the bank receiving the wire

**Bank address:** Please enter the address of bank listed above

**ABA:** Required for domestic wires only. It is the American banking Association (ABA) number and it is always a nine digit number. Please make sure you enter this number correctly.

**SWIFT ID# of Foreign Bank:** Required for Foreign Wires only. A SWIFT (Society for Worldwide Interbank financial Telecommunication) code is comprised of 8 or 11 alphanumeric characters. Please make sure you enter the characters correctly.

**Beneficiary Name on Account:** Please enter the beneficiary as it appears on their bank account. If the name on the wire does not match the name on the bank account the wire may be returned or delayed.

**Beneficiary Bank Account# or IBAN#:** Please enter bank account number. For international wires please see the IBAN (International Bank Account Number) guides attached.

**Purpose of Wire:** Please indicate the purpose for requesting this wire.

**Any Special instructions:** This section is provided ‘For Further Credit to (FFC):’ instructions. This section is used particularly for wires to Trusts, Escrows or Investment Holding Accounts.

**PeopleSoft Chartfields to charge:** Please enter the proper chartfield(s) and amount per chartfield(s).

**Budget Manager Approval:** Please obtain proper authorization and please date

The bottom portion is for Accounts payable Use only.

**NOTE:** Please attach any documentation that supports the payment and the bank information. This will be helpful in verifying that the information entered is complete and accurate.
# IBAN PAYMENT INFORMATION: EUROPEAN COUNTRIES

Within the European banking system, a standard called IBAN (International Banking Account Number) is used to identify different countries, banks and branches where the account is held. It is a combination of alphanumerical characters structured according to the European Committee for Banking Standards. Please contact your beneficiary to obtain the IBAN number. Providing this information significantly reduces potential payment delays when processing international payments.

When entering your payments for processing through the FX International Payments system, please enter the IBAN in the Account Number field. Below are examples of IBANs for your reference.

<table>
<thead>
<tr>
<th>Country</th>
<th>Number of Alphanumeric Characters</th>
<th>Example of IBAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>20</td>
<td>AT611904300234573201</td>
</tr>
<tr>
<td>Belgium</td>
<td>16</td>
<td>BE68539007547034</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>24</td>
<td>CZ65080000000192000145399</td>
</tr>
<tr>
<td>Denmark</td>
<td>18</td>
<td>DK8003450003179681</td>
</tr>
<tr>
<td>Finland</td>
<td>18</td>
<td>FI211234560000000785</td>
</tr>
<tr>
<td>France</td>
<td>27</td>
<td>FR1420041010050500013M02606</td>
</tr>
<tr>
<td>Greece</td>
<td>27</td>
<td>GR1601101250000000012300695</td>
</tr>
<tr>
<td>Hungary</td>
<td>28</td>
<td>HU42117730161111101800000000</td>
</tr>
<tr>
<td>Iceland</td>
<td>26</td>
<td>IS140159260076545510730339</td>
</tr>
<tr>
<td>Ireland</td>
<td>22</td>
<td>IE29AIBK93115212345678</td>
</tr>
<tr>
<td>Italy</td>
<td>27</td>
<td>IT60X05428111010000000123456</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>20</td>
<td>LU28001940644750000</td>
</tr>
<tr>
<td>Netherlands</td>
<td>18</td>
<td>NL91ABNA0417164300</td>
</tr>
<tr>
<td>Norway*</td>
<td>15</td>
<td>NO93860111117947</td>
</tr>
<tr>
<td>Poland</td>
<td>28</td>
<td>PL611090101400000071219812874</td>
</tr>
<tr>
<td>Portugal</td>
<td>25</td>
<td>PT50000201231234567890154</td>
</tr>
<tr>
<td>Slovenia</td>
<td>19</td>
<td>SI5619100000123438</td>
</tr>
<tr>
<td>Spain</td>
<td>24</td>
<td>ES9121000418450200051332</td>
</tr>
<tr>
<td>Sweden</td>
<td>24</td>
<td>SE1212312345678901234561</td>
</tr>
<tr>
<td>Switzerland</td>
<td>21</td>
<td>CH9300762011623850957</td>
</tr>
<tr>
<td>United Kingdom**</td>
<td>22</td>
<td>GB29NWBK60161331926819</td>
</tr>
</tbody>
</table>

*Norway: The Country Code is NO ("O" the capital letter, not the number zero).

**British pounds payments to the United Kingdom:** If the IBAN is not available, enter the beneficiary’s 6-digit Sort Code in the Routing number field and the 8-digit Account Number in the Account number field.
IBAN PAYMENT INFORMATION: SELECTED NON-EUROPEAN COUNTRIES

To ensure there are no unnecessary delays in processing your international payments to non-European countries, please provide accurate beneficiary account and bank information.

*In addition to the usual data you already provide, we have presented a few extra tips to reduce potential delays in processing your international payments.*

Country Destination of Payments

<table>
<thead>
<tr>
<th>Country</th>
<th>Information</th>
<th>FX International Payments website field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>6-digit BSB Code + Account number</td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td>6-digit BSB Code + 9-digit Account number</td>
<td>Account Number</td>
</tr>
<tr>
<td>Westpac Bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Westpac Bank*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canada</td>
<td>5-digit Transit code + 7-digit Account Number</td>
<td>Account Number</td>
</tr>
<tr>
<td>India</td>
<td>Full Address of Beneficiary’s Bank Branch</td>
<td>Bank Address</td>
</tr>
<tr>
<td></td>
<td>IFSC Code</td>
<td>Payment Notes to Payee</td>
</tr>
<tr>
<td></td>
<td>Purpose of Payment</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>18-digit CLABE (Sort Code + Location + Account number + Check Digit)</td>
<td>Account Number</td>
</tr>
<tr>
<td>New Zealand</td>
<td>6-digit Bank Code + Account Number</td>
<td>Account Number</td>
</tr>
<tr>
<td>Pakistan</td>
<td>Full Address of Beneficiary’s Bank Branch</td>
<td>Bank Address</td>
</tr>
<tr>
<td></td>
<td>Purpose of Payment</td>
<td>Payment Notes to Payee</td>
</tr>
<tr>
<td>South Africa</td>
<td>6-digit Transit Code + Account Number</td>
<td>Account Number</td>
</tr>
<tr>
<td>Thailand</td>
<td>Purpose of Payment and Remitter’s Tax ID</td>
<td>Payment Notes to Payee</td>
</tr>
<tr>
<td></td>
<td>Full Address of Initiator</td>
<td>Internal Comments</td>
</tr>
<tr>
<td>United States</td>
<td>9-digit ACH Routing Number</td>
<td>Routing Number or BIC</td>
</tr>
</tbody>
</table>

*Australia: If the Account Number is less than 9-digits, enter zeros prior to the Account Number to total 9-digits.*
American Express® FX International Payments Currency List: Sorted by Currency

<table>
<thead>
<tr>
<th>Currency Code</th>
<th>Code</th>
<th>Currency Name</th>
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</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Hong Kong Dollar</td>
<td>HKD</td>
</tr>
<tr>
<td>AZM</td>
<td>Hungarian Forint</td>
<td>HUF</td>
</tr>
<tr>
<td>BSD</td>
<td>Indian Rupee</td>
<td>INR</td>
</tr>
<tr>
<td>BHD</td>
<td>Indonesian Rupiah</td>
<td>IDR</td>
</tr>
<tr>
<td>BDT</td>
<td>Israeli Shekel</td>
<td>ILS</td>
</tr>
<tr>
<td>BBD</td>
<td>Jamaican Dollar</td>
<td>JMD</td>
</tr>
<tr>
<td>BZD</td>
<td>Japanese Yen</td>
<td>JPY</td>
</tr>
<tr>
<td>BMD</td>
<td>Jordanian Dinar</td>
<td>JOD</td>
</tr>
<tr>
<td>BOB</td>
<td>Kenyan Shilling</td>
<td>KES</td>
</tr>
<tr>
<td>BWP</td>
<td>Korean Won (South)</td>
<td>KRW</td>
</tr>
<tr>
<td>BND</td>
<td>Kuwaiti Dinar</td>
<td>KWD</td>
</tr>
<tr>
<td>BGN</td>
<td>Latvian Lats</td>
<td>LVL</td>
</tr>
<tr>
<td>CAD</td>
<td>Lebanese Pound*</td>
<td>LBP</td>
</tr>
<tr>
<td>KYD</td>
<td>Lithuanian Litas*</td>
<td>LTL</td>
</tr>
<tr>
<td>XAF</td>
<td>Malawi Kwacha</td>
<td>MWK</td>
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<td>CRC</td>
<td>Mauritian Oliguva</td>
<td>MRO</td>
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<td>Mauritius Rupee</td>
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<td>Mexican Peso</td>
<td>MXN</td>
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<tr>
<td>CZK</td>
<td>Moroccan Dirham</td>
<td>MAD</td>
</tr>
<tr>
<td>DKK</td>
<td>Namibian Dollar*</td>
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<td>DOP</td>
<td>Netherlands Antillean</td>
<td>ANG</td>
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<td>XCD</td>
<td>New Ghana Cedi</td>
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<tr>
<td>EEX</td>
<td>New Zealand Dollar</td>
<td>NZD</td>
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<tr>
<td>EUR</td>
<td>Nigerian Naira*</td>
<td>NGN</td>
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<tr>
<td>FJD</td>
<td>Norwegian Krone</td>
<td>NOK</td>
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<td>GHC</td>
<td>Omani Rial</td>
<td>OMR</td>
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<td>GTO</td>
<td>Pakistani Rupee</td>
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<td>HNL</td>
<td>Panau New Guinea Kina</td>
<td>PGK</td>
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<tr>
<td>HUF</td>
<td>Peruvian New Sol</td>
<td>PEN</td>
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<td>HNL</td>
<td>Polish Zloty</td>
<td>PLN</td>
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<tr>
<td>ILS</td>
<td>Qatari Rial</td>
<td>QAR</td>
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<td>JMD</td>
<td>Romanian Leu</td>
<td>RON</td>
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<tr>
<td>JPY</td>
<td>Russian Ruble</td>
<td>RUB</td>
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<td>JOD</td>
<td>Samoan Tala</td>
<td>WST</td>
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<tr>
<td>KES</td>
<td>Saudi Arabian Rival</td>
<td>SAR</td>
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<tr>
<td>KRW</td>
<td>Singapore Dollar</td>
<td>SGD</td>
</tr>
<tr>
<td>KWD</td>
<td>South African Rand</td>
<td>ZAR</td>
</tr>
<tr>
<td>LKR</td>
<td>Sri Lankan Rupee</td>
<td>SEK</td>
</tr>
<tr>
<td>LTL</td>
<td>Swiss Franc</td>
<td>CHF</td>
</tr>
<tr>
<td>MKT</td>
<td>Taiwan Dollar</td>
<td>TWD</td>
</tr>
<tr>
<td>MVR</td>
<td>Tanzanian Shilling</td>
<td>TZS</td>
</tr>
<tr>
<td>THB</td>
<td>Thailand Baht</td>
<td>TWD</td>
</tr>
<tr>
<td>TOP</td>
<td>Tongan Pa'anga</td>
<td>TOP</td>
</tr>
<tr>
<td>TTD</td>
<td>Trinidad and Tobago</td>
<td>TTD</td>
</tr>
<tr>
<td>TND</td>
<td>Tunisian Dinar</td>
<td>TND</td>
</tr>
<tr>
<td>TRY</td>
<td>Turkish Lira</td>
<td>TRY</td>
</tr>
<tr>
<td>AED</td>
<td>U.S. Dollar</td>
<td>AED</td>
</tr>
<tr>
<td>UGX</td>
<td>Ugandan New Shilling</td>
<td>UGX</td>
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<td>GBP</td>
<td>United Kingdom Pound</td>
<td>GBP</td>
</tr>
<tr>
<td>UYU</td>
<td>Uruguayan New Peso</td>
<td>UYU</td>
</tr>
<tr>
<td>VUV</td>
<td>Vanuatu Vatu</td>
<td>VUV</td>
</tr>
<tr>
<td>VND</td>
<td>Vietnam Dong</td>
<td>VND</td>
</tr>
<tr>
<td>XOF</td>
<td>West African States CFA</td>
<td>XOF</td>
</tr>
<tr>
<td>ZMK</td>
<td>Zambia Kwacha</td>
<td>ZMK</td>
</tr>
</tbody>
</table>

* Currency may not be available in FX International Payments due to government restrictions.
Please note, due to government regulations, this currency list is subject to change.