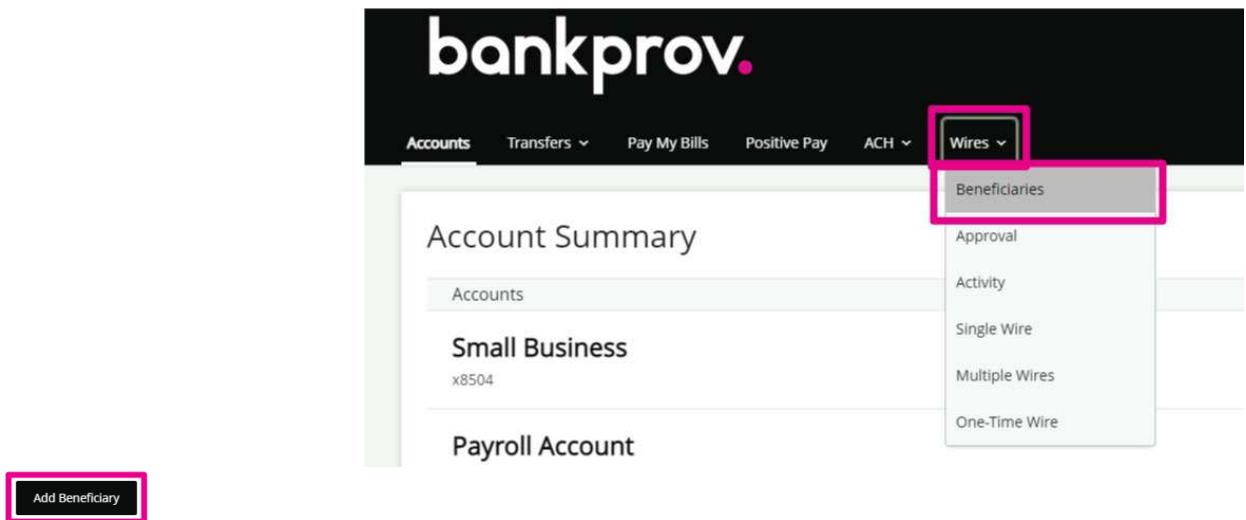


The procedure below will provide step-by-step guidance in setting up a beneficiary with an International Financial Institution. It will also provide instructions on how to initiate an International Wire Transfer in US or Foreign Currency.

creating a domestic beneficiary.

- Once logged into your online profile, click on the **Wires** Tab.
- Click the **Beneficiaries** tab.

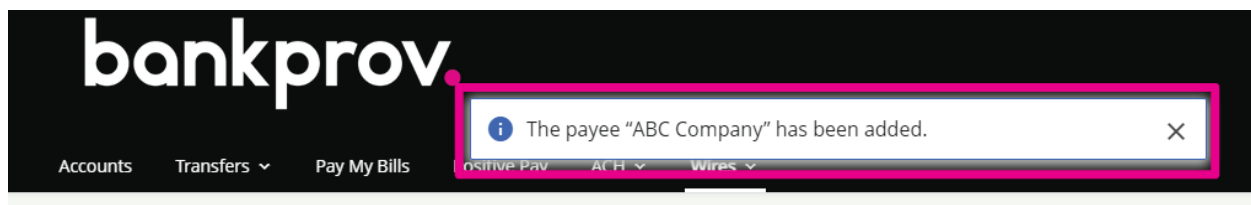


- For **Beneficiary Type**, select **International**.
- Type the requested information. Items marked with an asterisk (*) must be entered prior to saving the beneficiary.
 - **Nickname:** Any description that will help identify the beneficiary.
 - **Beneficiary Name:** The full, legal name on the account that the funds will credit.
 - **Email Address:** Email Address for the beneficiary (this will allow the beneficiary to be notified once the wire has been processed).
 - **Account Number:** Full Account Number/IBAN for the beneficiary.
 - **Confirm Account Number:** Full Account Number/IBAN for the beneficiary.
 - **Address:** Full Address for the beneficiary.
 - **Institution Number Type:** Select BIC
 - **Institution Name:** Full name of the Beneficiary's Financial Institution.
 - **Institution Number:** The Swift/BIC code provided by the beneficiary.
 - **Address:** Full Address for the Beneficiary's Financial Institution.
 - **Receiving Financial Institution:** Check the box labeled **Show Details** to enter the necessary data.

- International Wires in **USD** need a Receiving Bank that should be provided by the beneficiary.
 - Start by typing the Receiving Institution Number (ABA). Once this is typed, a drop-down box should appear and all the remaining information for that particular bank will prefill.

- International Wires in **FOREIGN FUNDS ONLY** are processed through PNC.
 - Start by typing the Receiving Institution Number. The ABA/Routing Number for PNC is **031000053**. Once this is typed, a drop down box should appear. Click this, and all the remaining information for PNC is prefilled.

- Once all necessary information for your beneficiary has been entered, click **Save**.
- A confirmation message will appear at the top of the screen indicating the payee was successfully added.



IF YOU WOULD LIKE TO VALIDATE THE SWIFT CODE, PLEASE USE THE FOLLOWING LINK:

<https://www.theclearinghouse.org/uid-lookup>

- Enter the Swift code provided by the beneficiary in the **Search by BIC/SWIFT** box. Click **GO!**

UID Lookup

If you require assistance with the UID lookup, please call 800-875-2242, option 1, between the hours of 7AM to 7PM ET.

Search by CHIPS Universal Identifier (UID#), by BIC/SWIFT, or by UID name. Refine your search by city or country.

Information Current as of: 04/08/2021

Search by UID

Enter the 8-digit CHIPS Universal Identifier below.

UID#:

GO!

Search by BIC/SWIFT

Enter the entire BIC/SWIFT code or just the beginning letters to see a list of UIDs beginning with the entered letters.

BIC/SWIFT:

BBIJIDJA

GO!

- If the Swift Code is valid, a result will populate with the Financial Institution name associated to the swift code entered.

UIDs Beginning with BIC/SWIFT: BBIJDJA

(Total UIDs: 1)

Click on the UID Number to see the CHIPS Participants attached.
(UIDs denoted by '*' are corporate accounts and cannot be expanded.)

UID	BIC/SWIFT	Name and Address
106646	BBIJDJA	PT BANK UOB INDONESIA UOB PLAZA JL.MH. THAMRIN NO. 10 JAKARTA 10230 INDONESIA

<< [Back to UID Search](#)

IF YOU WOULD LIKE TO VALIDATE THE RECEIVING FINANCIAL INSTITUTION, THEN PRESS THE UID NUMBER.

Information Current as of: 04/08/2021

UID	BIC/SWIFT	Name and Address
106646	BBIJDJA	PT BANK UOB INDONESIA UOB PLAZA JL.MH. THAMRIN NO. 10 JAKARTA 10230 INDONESIA

Participants Attached (Total: 4)

Participant #	Participant Name
0869	BANGKOK BANK PUBLIC COMPANY LTD.
0103	DEUTSCHE BANK TRUST CO AMERICAS
0002	JPMORGAN CHASE BANK, N.A.
0001	THE BANK OF NEW YORK MELLON

- If a result did not generate with the Swift Code entered or if the result does not match the Receiving Institution name that the beneficiary provided, please contact the beneficiary for a corrected SWIFT Code and/or Receiving Institution.

IN RARE INSTANCES ONLY, IF A BENEFICIARY DOES NOT PROVIDE A RECEIVING INSTITUTION, YOU MAY LOOK ONE UP.

- Using the above SWIFT code for an example
- You can use any one of the 4 Receiving Institutions
- The Participant # is part of the ABA. To find the complete number, you can go to the following website: <https://www.frb services.org/resources/routing-number-directory/index.html>
- In the Search Directories in the middle of the page, Search Fedwire Participants
- For example, searching for The Bank of New York Mellon from the list above, the below results are the choices to select from.

Row	Routing number	Short Name	City	State
1	0110-0123-4	BK OF NYC	NEW YORK	NY
2	0210-0001-8	BK OF NYC	NEW YORK	NY
3	0310-0003-7	MELLON EAST PSFS	PHILADELPHIA	PA
4	0430-0026-1	MELLON BANK PITTS	PITTSBURGH	PA

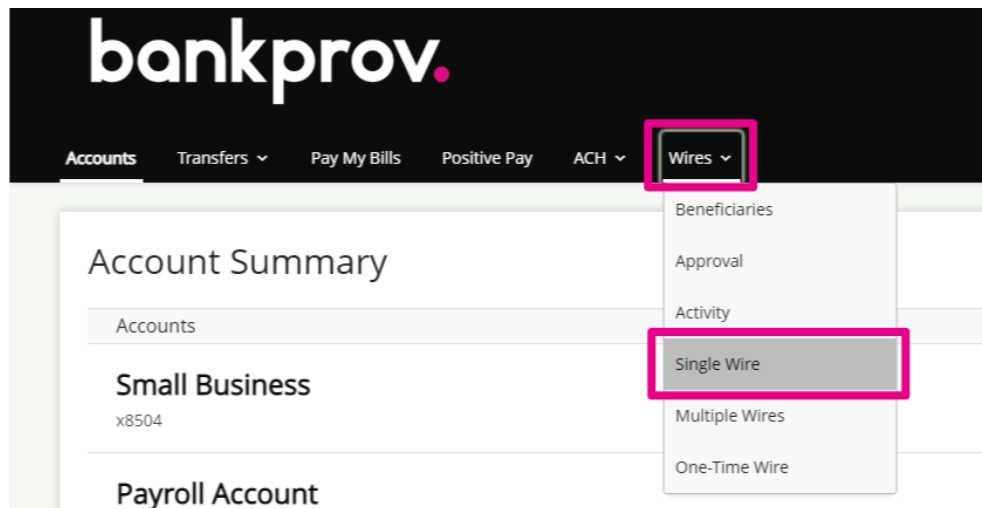
- There is only one that is correct. The correct one that corresponds with the above Participant #0001 is the second item on the below list. The 0001 represents the **0001** after the dash.
- When you enter the full number in the wire, there are no dashes.

To illustrate further, the other three example results from your original SWIFT (CHIPS) search.

1	0210-0002-1	JPMCHASE	NEW YORK	NY
1	0210-0103-3	DBTCO AMERICAS NYC	NEW YORK	NY
1	0260-0869-1	BANGKOK BK NYC	NEW YORK	NY

initiating a wire transfer to an international beneficiary (us currency).

- Under the **Wires** tab, select **Single**.



- Complete the requested fields.
 - Beneficiary
 - Funding Account
 - Amount
 - Date the wire is to be sent
 - Memo (This information will be sent to the beneficiary. May include invoice number, country requirements, or 'For further credit to information).

- Click **Submit**.
- If your organization does not currently utilize RSA Tokens, a Text or Call Verification is required. Select your delivery preference and once you receive the code, input in on the screen in online banking.

If your organization utilizes RSA Tokens, the Text/Call Verification is not applicable to you and you may disregard that step in this procedure.

- If your organization has Single approval, the wire is initiated and will be processed shortly.
- If your organization has Dual-Approval entitlements in place, a secondary user with Approval authority will be required to log into their online profile and approve the wire. Until this step is completed, the wire

Single Wire

* Beneficiary

* Funding Account

* Amount

* Scheduling Option

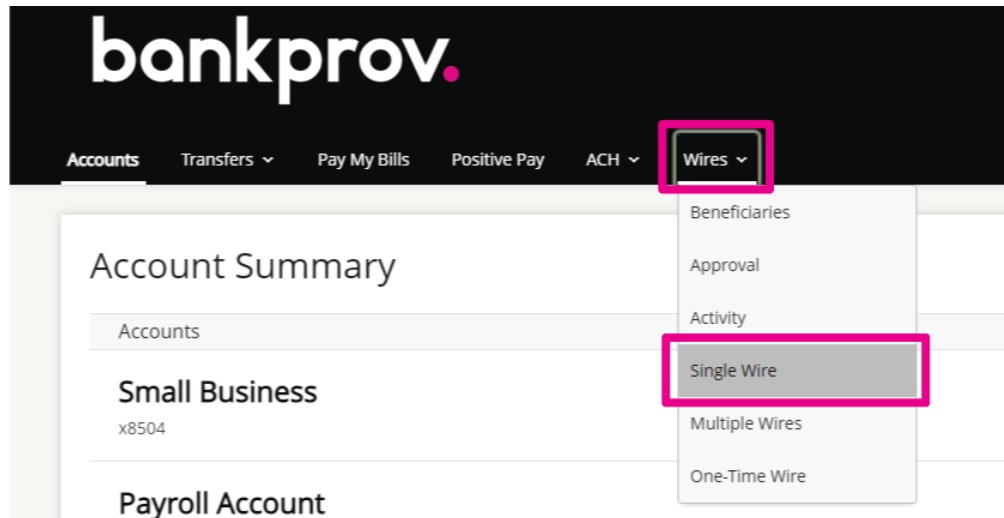
Memo

Cancel

is considered pending and will **not** be sent. Once all necessary approvals are completed, the wire is initiated and will be processed shortly.

initiating a wire transfer to an international beneficiary (foreign currency).

- Under the **Wires** tab, select **Single**.



- Complete the requested fields.
 - Beneficiary
 - Funding Account
 - Amount
 - Foreign Currency
 - Date the wire is to be sent
 - Memo (This information will be sent to the beneficiary. May include invoice number, country requirements, or 'For further credit to' information).
- Click **Submit**.
- If your organization does not currently utilize RSA Tokens, a Text or Call Verification is required. Select your delivery preference and once you receive the code, input in on the screen in online banking.

If your organization utilizes RSA Tokens, the Text/Call Verification is not applicable to you and you may disregard that step in this procedure.
- If your organization has Single approval, the wire is initiated and will be processed shortly.
- If your organization has Dual-Approval entitlements in place, a secondary user with Approval authority will be required to log into their online profile and approve the wire. Until this step is completed, the wire is considered pending and will **not** be sent. Once all necessary approvals are completed, the wire is initiated and will be processed shortly.