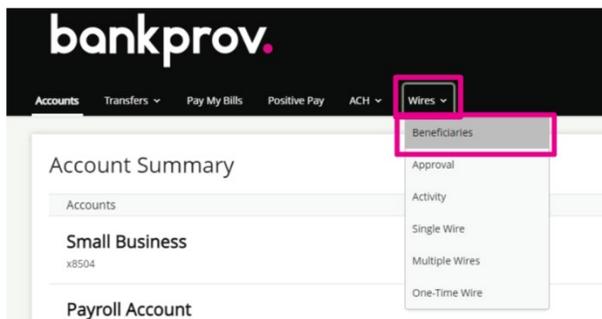


The procedure below will provide step-by-step guidance in setting up a beneficiary with an International Financial Institution. It will also provide instructions on how to initiate an International Wire Transfer in US or Foreign Currency.

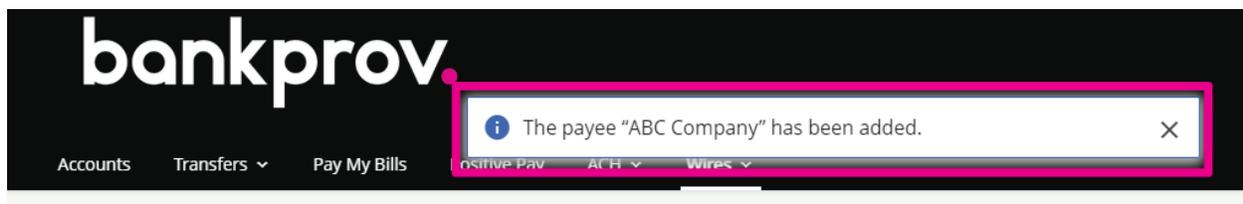
### creating an international beneficiary.

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



- Click **Add Beneficiary**.
- 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#:

### 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:

- 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
<a href="#">106646</a>	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

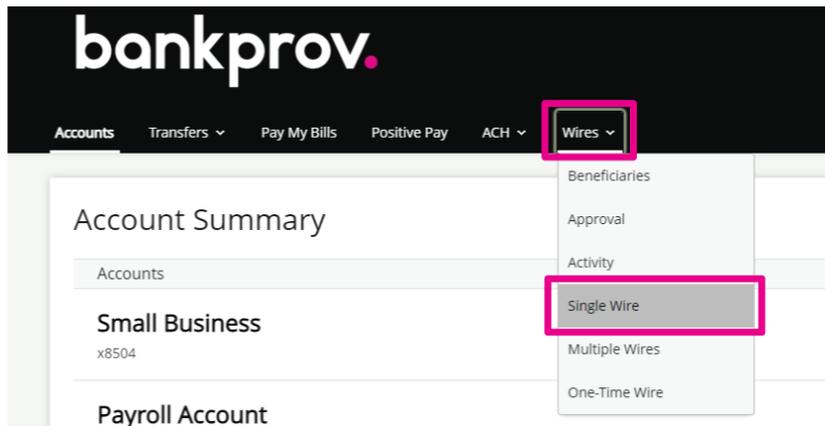
- There is only one that is correct. The correct one that corresponds with the above Participant #0001 is the second item on the below list. The 0001 represents the **0001** after the dash.
- When you enter the full number in the wire, there are no dashes.

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

### Single Wire

\* Beneficiary

\* Funding Account

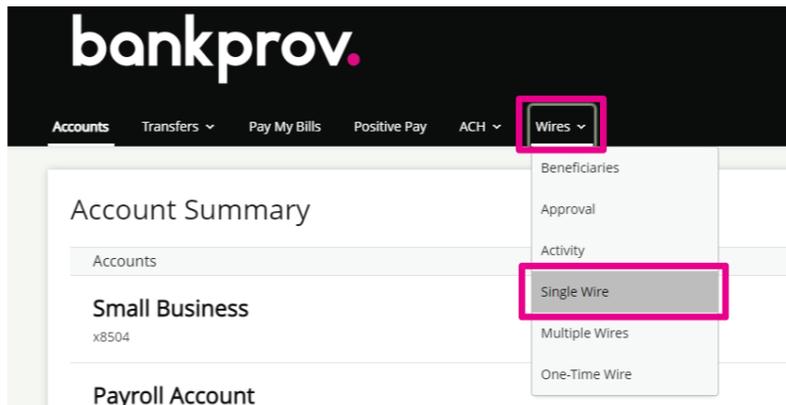
\* Amount

\* Scheduling Option

Memo

## 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.