Full name of bank or financial institution - Mandatory

Full address of bank or financial institution - Mandatory

Name of account holder
(maximum 35 characters including spaces - no hyphens or slashes allowed) - Mandatory

Account number
(Maximum Length: 17 digits no hyphens '-' or slashes '/' or characters allowed) - Mandatory

Account number length varies per Bank. Please refer to the below table:

Bank	Acc no. length
RBTT	10
CBTT	16
SCOTIABANK	12
FIRST CITIZENS BANK	variable length
INTERCOMMERCIAL BANK LIMITED	variable length
REPBULIC BANK LIMITED	12

Note: If account is less than fix length, please fill with zeroes at the left.

Bank Routing number and Branch Transit code -
(8 digits - no hyphens '-' or slashes '/' or characters allowed) - Mandatory
If Bank routing number is less than 3 digits, add leading zeroes to make it a 3 digit number
If Branch Transit code is less than 5 digits, add leading zeroes to make it a 5 digit number

Bank routing no.			Branch Transit code				

Account type - Checking or Savings - Mandatory

- **01 Savings**
- **02 Checkings**
- **03 Others**

Bank Identification Code (Swift BIC) - full 11 character BIC required - if 8 characters last 3 = XXX - Optional

Currency the account is held in (If left blank local currency will be used)

I wish the payment to be paid by direct deposit to the account noted above.

CAE/IPI Number_____   **Date** _____

Name _____   **Signature** _____

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Account structure formatting

Account structure for RBTT

B	B	B	A	U	U	U	U	U	C

BBB - BRANCH TRANSIT ID
A - ACCOUNT TYPE : SAVINGS = 7; DDA = ALL OTHER VALUES
U - UNIQUE CLIENT ACCOUNT NUMBER
C - CHECK DIGIT

ACH Account Structure : Central Bank (CBTT)

A	A	B	B	B	B	B	C	C	C	D	D	E	E	F	F

Comp					Description
AA					Corporation
BBBB~					Account
CCC					Sub Account
DD					Group of Accounts
EE					Department
FF					Division

ACH Account Structure : SCOTIABANK

Account Number format consists of 12 digits
To construct the Account Number when creating an electronic payment for SCOTIABANK:
1. Request Branch location from Employee
2. Identify Branch Transit Number from list provided
3. Create a 12-digit account number by merging Transit number and account number
If account number less than 12 digits fill with zeros

ACH Account Structure : FIRST CITIZENS BANK

First Citizens account numbers start with 1 to 999999999999

ACH Account Structure : INTERCOMMERCIAL BANK LIMITED

```
The field for the account number for TTIPS can be up to 17 Digits long.
For IBL, the last (rightmost) numbers define the product, and the preceeding
numbers, the customer numbers.

As such 3310802 :

        331 represents customer
        08 represents the product type (08=staff)
        02 is the sub number.
```

ACH Account Structure : REPUBLIC BANK LIMITED

B	B	O	A	A	A	A	A	A	A	T	T

- **BB**- Branch Identification
- **0AAAAAAA**-This portion of the number is unique to each customer. The first digit is always '0'.

- **TT**- The "TT code" used to identify the application type of the account. It also links each account within the same application that belongs to the same customer.

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