



Full name of bank or financial institution - Mandatory

Branch Name & complete address of bank - Mandatory

Account Type - Mandatory : Should be 'C' for Checking (default) or 'S' for Savings

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Beneficiary Bank Routing Code - Mandatory .

Must be 3 digit numeric beneficiary bank Routing code+ 4 digit numeric beneficiary bank branch code

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Beneficiary Account Number - Mandatory

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Beneficiary Full Name - Mandatory.Maximum 35 characters.

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Beneficiary Full Address 1- Mandatory

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Beneficiary Address 2- Mandatory

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Beneficiary Address 3- Mandatory

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Payment Details Field - Mandatory: Bene ID, Purpose of Payment, Bene Contact Number, Agency Code, Branch Location & Tax ID should be included

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*Note: Bene Tax ID should be up to 14 digits numeric, 4. If the Tax id is less than 11 digits, the tax id number should be padded to the RIGHT with zeros to apply the validation logic with.

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

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

CAE/IPI Number _____ **Date** _____

Name _____ **Signature** _____