

## WIRE TRANSFER FORMATTING GUIDELINES

MUFG Bank offers U.S. domestic and international payment and account services in USD, as well as other currencies. Cross border payment services provide an efficient and timely way to pay your counterparties in a variety of currencies, anywhere in the world. MUFG's global inter branch transfer allows you to reach any account in MUFG's global branch network quickly and cost effectively.

You may use your USD demand deposit account to make payment in 25 currencies. You can also use foreign currency accounts to make payments in USD or other currencies.

Complete information, properly formatted, is important to minimize repairs and rejects, and satisfy regulatory requirements.

## WIRE TRANSFER TYPES AND STATUSES

Supported wire payment types include:

### Domestic

- Fedwire – Move money to banks in the US.
- Book transfer (On Us) using the Domestic Wire screen. Make payments to accounts within MUFG domestic branches by specifying a credit bank ABA which is equal to the debit bank ABA (e.g., MUFG NY or MUFG Chicago).
- Fed Tax – Make federal tax payments using the Domestic Wire screen with special formatting instructions (found [here](#), in the online help, and available from Client Delivery).
- Fed Drawdown – Concentrate funds from other banks.

### International

- USD wires using Fedwire, CHIPS and SWIFT for delivery.
- Foreign currency wires from accounts in nine major currencies via SWIFT.
- Foreign exchange wires from USD and foreign currency accounts, via SWIFT.
- Pre-advice wires in USD and other currencies.
- Inter branch book transfer – Move money to accounts at other branches in the MUFG global branch network.

Wire transfer statuses include:

Status	Description
Entered	Entered by the user.
Approved	Once approval is completed the wire is ready for release. Release takes place for all wires (with the exception of Interactive FX Wires) as soon as approvals have completed.
Needs rate	For Interactive FX wires only, once the wire is approved, an FX rate must be obtained from the bank and accepted. Once accepted, the wire is released.
Released	Release status applies to the short amount of time between releases from MUFG Exchange to confirmation of receipt from the bank operations.
Bank Received	Indicates the instruction has been received by MUFG's wire room for processing. The bank reference number is returned to MUFG Exchange and displayed with the payment. This ID is commonly used for inquiries made to MUFG about a wire originated through MUFG.
Bank Confirmed	Indicates the instruction has completed processing, DDA posting has completed, and the payment has been sent to the credit bank. A wire service confirmation number is returned to MUFG Exchange and displayed with the payment. This ID is commonly shared with beneficiaries to support an inquiry with beneficiary or intermediary banks. Supported wire service numbers include: Fedwire IMAD, CHIPS confirmation number, SWIFT confirmation number. Exceptions- Some transactions will not receive: <ul style="list-style-type: none"><li>• A bank confirmed status e.g. Pre-advice.</li><li>• A wire service number e.g. Book Transfers and Inter Bank Transfers.</li></ul>

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## WIRE TRANSFER FORMATTING REQUIREMENTS

Proper wire payment instruction formatting helps wire payments arrive at their intended destination in a timely manner while avoiding potentially costly repair fees.

### Requirements – Wires Transfer (all types)

- Beneficiary name and address must be complete. Required fields include: Name, at least one line of address plus city, state, and country. Use only physical address, no P.O. Box. If name or address does not fit in the available space, the additional information should be entered, preceded by the appropriate field tags, in Bank to Bank Information field.
- Data entered to the following fields must include a space or comma separating each word: Beneficiary address, Payment Details, and Bank to Bank Information fields.

### Requirements - Domestic Wire Transfer

- Bank reference data lookup – Beneficiary banks can be searched for using ABA Routing and Transit Number, bank name (or any part of) or bank address. The system will return the primary Fedwire ABA for the beneficiary bank.

### Requirements - Domestic Wires (with Unique Requirements)

- Book (on us) transfers are also domestic wires, differentiated only by:
  - Debit bank and credit bank are the same
  - Book transfer cutoff time is 6:30 p.m. ET.
- Fed Drawdowns use a dedicated screen prompting for the required data.
- Fed Tax Payments are supported by using the Domestic Wire screen with the special formatting instructions which can be found in the [online Fed Tax Payment guide](#). Fed Tax Payments must be submitted before 4:00 p.m. ET to be accepted by the receiving bank for processing.

### Requirements – Cross-border Wire Transfer

Wire transfers are subject to a variety of routing and compliance requirements that are common to both domestic and international wires. Additional requirements apply to International Wires.

- **Beneficiary Name and Address:**
  - Beneficiary name must be entered in full. The name should fit within 58 characters. If more space is required, the additional text, preceded by a code word /BNF/, should be included in the Bank to Bank Information field. If the name exceeds 33 characters address line 2 will be gray scaled to prevent entry and allow the address to fit within the available space in the payment message.
  - Beneficiary address should be entered in full. If more space is required, the additional text, preceded by a code word (BNF), should be included in the Bank to Bank Information field. At least one line of beneficiary street address, plus city and country, should be provided. The city field may include province and or postal code separated by commas as space allows. If more than one line of street address is needed, please map the additional information to a new line in the Bank to Bank Information field. The line should be preceded by a code word “/BNF/”.
- **Bank Search – Beneficiary Bank, Intermediary Bank:**
  - The system supports three different bank ID series to identify beneficiary and intermediary banks for an international wire:
    - For USD payments: Fed ABA and CHIPS ID, UID.
    - For all currencies: SWIFT BIC
- **By Bank Type:**
  - Beneficiary bank - Beneficiary bank can be identified by SWIFT BIC or CHIPS ID, UID (USD only). Bank search can be performed by bank ID, bank name, or address. The system will return a bank or list of banks meeting the search criteria. The beneficiary bank may then be selected from the search results.

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When using a SWIFT BIC as the ID, most commonly the BIC8 available in the search result will be the appropriate choice. An example of a BIC8 (the BIC8 for MUFG NY): BOTKUS33XXX (where XXX pads the BIC8 to 11 characters).

The fastest search results will be generated by entering the full ID, either CHIPS or SWIFT.

- Intermediary bank – Sometimes an intermediary bank will be needed to identify the beneficiary bank’s correspondent. The MUFG Exchange bank search function will provide an intermediary bank or list of banks based on preferences on file for the particular bene bank. The industry reference source Accuity is used for that purpose. Any legitimate ID type may be used to identify intermediary bank: (Fed ABA and CHIPS for USD payments, SWIFT BIC for payments in any currency).

Client specification of intermediary banks is usually not required. If an intermediary bank is needed and not present, the MUFG wire room will identify an intermediary bank for the beneficiary bank and the currency of the payment. Wire repair may be required where an incorrect intermediary bank has been specified.

Other points:

- An MUFG branch does not need to appear as an intermediary bank.
- An intermediary bank is not needed when it equals the beneficiary bank.

- Freeform beneficiary bank – Under exceptional (and very limited) circumstances, the system may be used to specify a bank that is not in the system bank reference tables. Please contact the MUFG Client Delivery team before using this feature.

• **Payment Details:**

- The payment details fields may be used to identify the invoices being paid or other information intended for the beneficiary. Some countries have cross border payment regulation requiring certain data to appear in this field (see the country formatting requirements section).
- This field may be used to identify additional FX contracts (in excess of the first contract) that are used to provide FX for an FX wire.
- A space or comma should be used to separate each word or data element.

• **Bank to Bank Information:**

- The Bank to Bank information field is generally used to provide instructions to the beneficiary bank. Examples include:
  - The branch of the beneficiary bank which holds the account of the beneficiary.
  - Map beneficiary name data in excess of the capacity of the beneficiary name field.
- Code words for use in identifying the content of this field include:

Code Word	Description
ACC	Account with institution. Instructions to the beneficiary bank. Instructions following are for the account with institution.
BNF	Beneficiary name or address if data is in excess of the beneficiary name or address fields capacities.
INT	Intermediary institution Instructions following are for the intermediary institution
OBI	Originator to beneficiary information
REC	Information to the Receiver bank which can be utilized when “ACC” or “INT” are not relevant.

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- Code words should be used to identify the type of content included. An example for inclusion of additional beneficiary name or address: "/BNF/" followed by the additional name or address lines. If more than one line of data needs to be included, start the second (and following) lines with "//". Inclusion of a second data type will require a new line and a new code word.
  - A space or comma should be used to separate each word or data element.

### **Requirements - International Wires (with Unique Requirements)**

- Inter-branch book transfers – Move money within the MUFG global branch network. This transaction is a type of international wire, differentiated only by the debit SWIFT BIC and the credit bank SWIFT BIC are both MUFG global branches.
- Pre-advice wires – This transaction is also a type of international wire, differentiated only by the user's selection of the Pre-advice flag on an international wire.
- Wires requiring FX – MUFG Exchange supports FX Wire creation with FX purchase online or offline. Offline purchase may be done by the bank once the wire is received, or by the client by obtaining an FX contract before going online. MUFG Exchange supports entry of a foreign exchange contract where a contract was established before the user went online to create the FX wire. A dedicated field is available for this purpose which supports only one contract number. The user should specify the FX contract number in this field. Should more than one contract be used to cover the FX needs of a wire, the second and subsequent contracts should be entered to line one of the Payment Information field preceded by the code word "CONTRACT".

### **Country Formatting Requirements**

A short overview of country formatting rules is provided here. MUFG Exchange enforces a number of country specific formatting rules. A separate document provides details of formatting rules by country and will appear shortly in online help. Also, the MUFG Client Delivery is available to help with payment formatting questions.

Country formatting rules are generally unique to each country (beyond the general points previously discussed in this document).

- Account number standards - MUFG Exchange supports the following account numbering standards:
  - For Mexico, payments in MXN must provide and 18 character account number (A CLABE number).
  - For New Zealand, beneficiary account numbers must be 15 characters or larger.
  - For countries using the IBAN (the ISO standard for International Bank Account Number) the system supports IBAN including validation of IBAN number structure (which varies by country). When IBAN is used and the beneficiary bank country requires use of the related BIC to identify the beneficiary bank, the beneficiary bank BIC will be defaulted to correspond with the IBAN.
- Purpose of Payment (Reason for Payment) – Many countries prefer or require a code word and/or explanation be provided to identify the purpose of a payment (e.g. settle invoices, salaries, rents, royalties, etc.). The system supports capture of purpose of payment codes for those countries requiring it.
- Other country specific rules – The system supports data entry of a variety of other country specific rules. On screen text as well as the online help documents details the requirements by country and currency.