



## ROTARY INTERNATIONAL PAYMENT GUIDELINES Frequently Asked Questions & Definitions

### **Where can I find the banking information requested on the payee form/What information is required to make an electronic transfer into my account?**

There are different requirements in different countries depending on your country's banking regulations (see the Payment Guidelines for Rotarians:

[http://www.rotary.org/RIdocuments/en\\_pdf/rits\\_payment\\_guidelines\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/rits_payment_guidelines_en.pdf)).

It is helpful to visit your bank and ask them to help provide you with the appropriate information listed on the payee form as they may be more familiar with the type of information required. General requirements for electronic funds transfers are listed below. Please also see the definitions below for an explanation of the various bank codes required to make payments.

### **Why does Rotary need my bank information to make a payment?**

As banking becomes more and more electronic worldwide, checks and paper-based payment methods are becoming less common because they are considerably less efficient, less secure and much more costly to process. Already, virtually all of Rotary's cross border banking transactions are being made via electronic transfers and a significant number of domestic payments are made electronically as well. While all bank transfers can be subject to fees, most recipients of domestic transfers pay minimal to no fees. The best way for Rotary to keep these fees minimal, from the perspective of both the recipient of funds and the sender, is to provide complete and correct account information to the bank through which the funds are being sent, including all required bank codes. By providing complete and correct account information initially, including instructions to make payments via the preferred payment method, Rotarians help us to keep payment processing costs low and to send funds more quickly and efficiently.

### **General Requirements to make an Electronic Funds Transfer:**

- USD payments within the US:
  - Name on Bank Account
  - Bank Account Number
  - Bank Name/Location
  - ABA Direct Deposit Routing #
- USD transfers outside of the US:
  - Name on Bank Account
  - Bank Account Number
  - Bank Name/Location
  - Bank's SWIFT/BIC Code
  - Any additional Required Bank Codes for your country
  - US Correspondent Bank including the following:
    - Bank Name/Location
    - ABA Direct Deposit Routing #
- Local currency transfers (originated outside of the US):
  - Name on Bank Account
  - Bank Account Number
  - Bank Name/Location
  - Other required Bank Codes for your country

*\*Note about Required Bank Codes:* For most parts of the world, a SWIFT (BIC) CODE is required to complete an international electronic funds transfer. Additionally, in Europe an IBAN number is required for both domestic and international payments. In many parts of the world a branch or sort code is also required, particularly for domestic transfers (most non-USD payments made by Rotary are sent from domestic accounts in local currency). Please check with your bank to ensure the proper codes have been provided. It is also very helpful if you provide the type of account (savings, checking, current, etc).

**Definitions:**

**EFT:** EFT stands for Electronic Funds Transfer. This is a generic term to indicate that funds will be electronically deposited directly into your bank account.

**ACH:** ACH stands for the Automated Clearing House (ACH) and is a US electronic funds transfer system for direct deposits. Similar systems exist in other countries, such as the Automated Clearing and Settlement System (ACSS) in Canada and the Bankers Automated Clearing Service (BACS) in the United Kingdom. This is the preferred method for domestic transfers in many countries because it is more cost-effective than a real time settlement transfer (which may be referred to as a wire transfer, an RTGS, or a telex transfer). This method is mostly used for payments involving large amounts of money or for cross border transfers. Usually there is either a minimal or no fee for an account to receive funds by ACH or similar method. This method is also known as a direct deposit and can be used for such common payments as payroll and social security benefits, as well as automatic payments such as utility bills and life insurance premiums.

**SWIFT BIC/Code:** The SWIFT Bank Identification Code (BIC) code is an alphanumeric bank identifier code required for all international transfers. A BIC must contain a combination of 8 characters (but may contain up to 11 characters if a branch code is included). The Swift/BIC consists of the following:

- A 4 digit Bank Code
- A 2 digit country code
- A 2 digit location code (This 2-character code may be alphabetical or numerical. The location code provides geographical distinction within a country, e.g., cities, states, provinces and even time zones.).
- The location code may also be followed by a 3 digit branch code (This 3-character code is called the Branch Code. It identifies a specific branch, or, for example, a department in a bank within the same country as the 8-character SWIFT BIC. This code may be alphabetical or numerical. The Branch code is optional for SWIFT users. If it is not used, you may see “XXX” at the end of the 8 digit SWIFT Code to signify the main branch)

**IBAN:** The IBAN (International Bank Account Number) is a bank account number assigned to uniquely identify a bank account in EFT transactions primarily within European countries. It consists of the complete bank identifier, original bank code and account number, plus the additional characters. An IBAN may contain up to 34 alphanumeric characters, depending on the country where the funds will be sent (First 2 characters identify the country where the account is maintained, followed by a 2 numeric check digit that serve to validate the formal correctness of the IBAN, and finally local bank's clearing identification number and account number, some countries also require one or two check digits at the end of the IBAN).

**CLABE:** CLABE (Clave Bancaria Estandarizada or Standardized Bank Code) is an 18-digit expanded account number required to make EFTs to accounts in Mexico and has replaced the old standard 11-digit account number system. The 18 digits of the CLABE follow this structure: 3 digit bank code + 3 digit branch office code + 11 digit account number + 1 control digit.

**ABA Routing Number:** The ABA number (or American Bankers Association number) is the routing code for U.S. based banks only and is required for all USD electronic funds transfers, although, while it is required in conjunction with the SWIFT BIC for international EFTs, for EFTs within the US, it, alone, is sufficient to process a payment. It is a numeric 9 digit code and usually begins with a 0, 1, 2, or 3, and the first two digits of this nine digit number must be in the ranges 01 through 12 or 21 through 32. Please note that some banks have now segregated the ABA routing numbers for ACH (direct deposit) payments, wire transfers, and checks, so, your routing number for direct deposits may not necessarily be the same number that is next to your account number on the bottom of your checks or deposit slips. If your account is located in the US or US Territories, please provide the ACH routing number. Your bank should be able to help you obtain the proper ABA routing number for receiving direct deposits.

**Sort Codes:** A sort code is a unique identifier to a particular branch of a particular banking institution. Sort codes are used throughout the world and the length can vary by country.

**BSB Code:** A Bank State Branch (BSB) code is a unique identifier similar to a sort code. The BSB code is primarily used in Australia and New Zealand. A BSB contains six digits, consisting of a 2 digit bank code, a 1 digit state code, and a 3 digit branch code.

**Branch Code:** A branch code is a unique identifier to a particular branch of a particular banking institution. Branch codes are used throughout the world and Branch code lengths can vary depending on the country.

**IFSC Code:** Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the banks code, the next character reserved as control character (Presently 0) and remaining 6 characters to identify the branch. This is different from the MICR code, which has 9 digits to identify the bank-branch.

**Correspondent Bank:** A correspondent bank is a bank that accepts deposits and performs banking services for other depository institutions. These banks are essential in moving funds across international borders via correspondent balances. Information required for payment related to US Correspondent Banks includes the following:

-US correspondent Bank name and address

-US correspondent Bank's ABA direct deposit routing number

Your bank should be able to tell you which US bank they have relationship with and provide you with the necessary information. \*Note, similarly, some banks can have Euro corresponding banks. If you need us to send Euros outside the Euro zone, you should provide Rotary with your bank's Euro correspondent bank (including the bank's SWIFT/BIC and IBAN if available). Under certain unique circumstances, correspondent bank information is required for domestic payments, situations that *may* require domestic correspondent bank instructions include payments going to some credit unions (mostly in the US and Canada) and some banks in Eastern Russia. If you are unsure of whether or not you need to provide a domestic correspondent bank, it is best to check with your banker as they will be able to provide the most accurate information related to receiving EFTs.

### **Resource guides:**

The following are some websites which may be in researching bank codes and other banking information. Please be aware that this is not an exhaustive list. There are many other such tools available by searching online. You may still need to contact your bank for more information even after looking at these websites. Note that some websites are designed to only validate the format of the bank code and may not provide the code itself.

#### **A) Fedwire directory;**

<http://www.fedwiredirectory.frb.org/search.cfm>

Use this site to:

-Validate an ABA#

-Obtain the Bank Name/Address based on the ABA#

-Obtain the ABA# based on the Bank Name/Address

#### **B) SWIFT website:**

<http://www.swift.com/>

Use this site to:

-Validate a Swift/BIC Code

-Obtain the Bank Name/Address based on the Swift/BIC

-Obtain the SWIFT/BIC based on the Bank Name/Country

**C) Canadian Bank Codes website:**

[http://www.cdnpay.ca/systems/branch\\_directory.asp](http://www.cdnpay.ca/systems/branch_directory.asp)

Use this site to research Canadian Bank Codes

**D) UK Sort Code checker:**

<http://www.apacs.org.uk/sortcodechecker/index.html>

Use this site to validate a sort code

**E) IBAN checker:**

<http://www.tb5-finance.org/?ibancheck.shtml>

Use site to validate the format of an IBAN