
INSTRUCTIONS FOR COMPLETING A REQUEST TO TRANSFER FUNDS BY WIRE

- | <u>ITEM NO.</u> | <u>INSTRUCTIONS</u> |
|-----------------|--|
| 1 - | <u>RECEIVER-DFI#</u> : The Treasury Department's ABA number for deposit messages is 02103004. This number should be entered by the sending bank for all deposit messages sent to the Treasury. |
| 2 - | <u>TYPE-SUBTYPE-CD</u> : The type and subtype code will be provided by the sending bank. |
| 3 - | <u>SENDER-DFI#</u> : This number will be provided by the sending bank. |
| 4 - | <u>SENDING-REF#</u> : The sixteen character reference number is inserted by the sending bank at its option. |
| 5 - | <u>AMOUNT</u> : The transfer amount must be punctuated with commas and decimal points; use of the "\$" is optional. This item will be provided by the depositor. |
| 6 - | <u>SENDER-DFI-NAME</u> : This information is automatically inserted by the Federal Reserve Bank. |
| 7 - | <u>RECEIVER-DFI-NAME</u> : The Treasury Department's name for deposit messages is "TREAS NYC". This name should be entered by the sending bank. |
| 8 - | <u>PRODUCT CODE</u> : A product code of "CTR" for customer transfer should be the first data in the RECEIVER - TEXT field. Other values may be entered, if appropriate, using the ABA's options. A slash must be entered after the product code. |
| 9 - | <u>AGENCY LOCATION CODE</u> : THIS ITEM IS OF CRITICAL IMPORTANCE. IT MUST APPEAR ON THE FUNDS TRANSFER DEPOSIT MESSAGE IN THE PRECISE MANNER AS STATED TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE TO THE AGENCY LOCATION CODE OF THE APPROPRIATE AGENCY. The agency's unique code must be specified in the funds transfer message in order for the funds to be correctly classified to the respective agency. The ALC identification sequence includes the beneficiary code filed tag, BNF=, and identifier code, "/AC-", followed by the appropriate ALC number. This component must be in the following format: |

BNF=/AC-

The ALC identification sequence can, if necessary, begin on one line and end on the next line; however, the field tag "BNF=" must be on one line and cannot contain any spaces.

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- 10 - **THIRD PARTY INFORMATION:** This contains the appropriate information to identify the reason for the funds transfer. The Originator to Beneficiary Information field tag "OBI=" is used to signify the beginning of the free-form third party text. The field tag "OBI=" must be on the same line and cannot contain any spaces. The field tag is placed following the ALC identification sequence and preceded by the space. An example of this data line is as follows:

BNF=/AC

OBI=

FORMAT

<u>Wire Transfer Deposit Message</u>				
<u>Format</u>				
(1)				
021030004		(2)		
(3)		(4)		(5)
(6)				
(7)	(8)			
TREAS NYC/CTR/				
(9)		(10)		
BNF=/AC-		OBI=		
HUD-				