Payee Banking Information for Grants

Bank Information for ALL payments
Bank Information fields are required for all grant payments.
- **Bank Name** – This must be the name of the bank, not the grantee organization.
- **Address, City, State/Province, Zip/Postal Code, Country** – These fields are also related to the bank, not the grantee organization.
- **Additional Information** – Optional field for future use. This field is not currently being utilized or viewed as part of the payment process.

Payments going to U.S. Bank Accounts
All grant payments going to U.S. bank accounts are processed through ACH. Thus, the ACH Information fields are required. Do not complete the Wire Information fields as they are only for payments going to bank accounts outside the U.S.
- **Routing #** - This field should have exactly 9 numerical digits. Do not include dashes or any other characters.
- **Account #** - This field should have up to 17 numerical digits. Do not include dashes or any other characters.
- **Account Type** – This field should be populated with “Checking”

Payments going to Bank Accounts Outside the U.S.
All grant payments going to bank accounts outside the U.S. are processed by international wire. Thus, the Wire Information fields are required. Do not enter information in the ACH Information fields as they are only for payments going to bank accounts within the U.S.

NOTE: Standard banking information varies from country to country, and in some cases, bank to bank. It is strongly advised that grantee organizations confirm the information with their bank.
- **Swift ID** – This field should have an alpha-numeric entry of 8 to 11 characters. Do not include dashes or any other characters.
- **Account #** - This field should only have numerical digits. Do not include dashes or any other characters.
- **IBAN** - This field can be alpha-numeric. Do not include dashes or any other characters.

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