Guidance for Completing the Form F.248

In submitting the form, leave the format as it is, do not convert to other Word or PDF formats.

The following elements need to be present on the Form:

• Part A: leave index number empty and complete all other fields in the form

• Selected checkbox to certify correctness of Form by Payee

• Part B, the currency refers to the currency of payment. In both cases the payee ensures that the currency can be received on the given account.

• It is good practice for the beneficiary to check with the bank on country specific bank formats and requirements. Routing instructions and special requirements can also be found in the table below.

• Part B, give the bank name, full street address (no P.O. box) of your bank branch, Swift BIC code and local routing and branch codes as applicable.

• Part C, the account holder name is the Payee name as reflected at the bank. Payments to accounts not held by the payee are not accepted (i.e. payment to accounts of an organization, company or to accounts held by relatives).

• Part C, either account number or IBAN needs to be provided. SEPA (EURO Zone) countries all require IBAN. In addition, the following countries are requiring IBAN: Brazil, Lebanon, Israel, Guatemala, Egypt, Ukraine, Iran, Iraq, United Arab Emirates, Albania, Belarus, Saudi Arabia, Turkey. Please refer to the table below or bank requirements for the latest details on account number formats and additional requirements.

• All information needs to be typed to ensure it is correctly reflected.

			Account Number field and remaining in Bank Reference field.
Angola	AO	USD	Requirements for payments to Angola in USD currency: IBAN is mandatory; length of IBAN: 25. Example: AO000044000007295030101O2. Enter

			length of IBAN: 20. Example: AT001100000622888600.
Azerbaijan	AZ	AZN	Requirements for payments to Azerbaijan in AZN currency: IBAN is mandatory; length of IBAN: 28. Example: AZ00UBAZ00003214540060AZN001. In the Remarks field, please provide Tax ID (VOEN)- it is mandatory. Please also provide correspondent account with Central Bank of Azerbaijan.
Azerbaijan	AZ	USD	Requirements for payments to Azerbaijan in USD currency: IBAN is mandatory; length of IBAN: 28. Example: AZ00UBAZ00003214540060AZN001.
Bahamas	BS	BSD	Unfortunately payroll payments to BS country (ISO country code) in BSD currency are not possible. Payroll currency for Bahamas is USD only.
Bahrain	BH	BHD	Requirements for payments to Bahrain in BHD currency: IBAN is mandatory; length of IBAN: 22. Example: BH00CITI00001077181611.
Bahrain	BH	USD	Requirements for payments to Bahrain in USD currency: IBAN is mandatory; length of IBAN: 22. Example: BH00CITI00001077181611.
Bangladesh	BD	BDT	Requirements for payments to

Burkina Faso

Cambodia	KH	KHR	Requirements for payments to Cambodia in KHR currency: Payroll currency for Cambodia is USD only.
Cameroon	CM	XAF	Requirements for payments to Cameroon in XAF currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: CM0010002000300277976315008; 23-digit RIB/CEMAC countries. Enter 23-digits/RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'..
Cameroon	CM	USD	Requirements for payments to Cameroon in USD currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: CM0010002000300277976315008; 23-digit RIB/CEMAC countries. Enter 23-digits/RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'..
Canada	CA	CAD	Requirements for payments to Canada in CAD currency: Instruction regarding bank Account Number field: 5-digits Transit code must be added in front of bank 'Account Number' to compile 12-digits bank account to be split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remain4.1 (u)-0.6 (n)-6 (t)0.6 ( )-5Nccou

			Account Number field and remaining in Bank Reference field.
Croatia	HR	EUR	Requirements for payments to Croatia in EUR currency: IBAN is mandatory; length of IBAN: 21. Example: HR0023400093216312031.
Croatia	HR	HRK	Requirements for payments to Croatia in EUR currency: IBAN is mandatory; length of IBAN: 21. Example: HR0023400093216312031.
Croatia	HR	USD	Requirements for payments to Croatia in USD currency: IBAN is mandatory; length of IBAN: 21. Example: HR0023400093216312031.
Ctr. Afr. Rep.	CF	XAF	Requirements for payments to Ctr. Afr. Rep. in XAF currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: CF0020001000010120069700160; 23-digit RIB/CEMAC countries. Enter 23-digits/RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'..
Ctr. Afr. Rep.	CF	USD	Requirements for payments to Ctr. Afr. Rep. in USD currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: CF0020001000010120069700160; 23-digit RIB/CEMAC countries. Enter 23-digits/RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'..
Cuba	CU	CHF	Unfortunately payroll payments to CU country (ISO country code) in CHF currency are not possible. Payroll currency for Cuba is USD only.
Curaçao	CW	ANG	Unfortunately payroll payments to CW country (ISO country code) in ANG currency are not possible. Payroll currency for Curaçao is USD only.
Cyprus	CY	EUR	Requirements for payments to Cyprus in EUR currency: IBAN is mandatory; length of IBAN: 28. Example: CY0000000195000035700982241 6.

			mandatory; length of IBAN: 18. Example: DK0020005036459478.
Djibouti	DJ	DJF	Requirements for payments to Djibouti in DJF currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: DJ0010002010010409943020008.
Djibouti	DJ	USD	Requirements for payments to Djibouti in USD currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: DJ0010002010010409943020008.
Dominican Rep.	DO	DOP	Requirements for payments to Dominican Rep. in DOP currency: Although IBAN is not mandatory, it exists. It has length of 28 characters. Example: DO00BCBH00000000011003290000. It is mandatory to populate 'Bank Control Key'. Enter '01' for checking account or '02' for saving account. In the Remarks field, please provide Tax ID, Passport Number, telephone number (the same one that was registered with your bank) and account type (saving or current bank account). Example: TAX ID 01200610176 PASSPORT SC8226242.
Dominican Rep.	DO	USD	Requirements for payments to Dominican Rep. in USD currency: Although IBAN is not mandatory, it exists. It has length of 28 characters. Example: DO00BCBH00000000011003290000.
Egypt	EG	EGP	Requirements for payments to Egypt in EGP currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: EG0000037000671002390089379.
Egypt	EG	USD	Requirements for payments to Egypt in USD currency: Although IBAN is not mandatory, it exists. It has length of 27 characters. Example: EG0000037000671002390089379.
Equatorial Guin	GQ	XAF	Requirements for payments to Equatorial Guin in XAF currency: Instruction regarding bank Account

			Number field: enter 23-digits/RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'.
Equatorial Guin	GQ	USD	Requirements for payments to Equatorial Guin in USD currency: Instruction regarding bank Account Number field: Enter 23-digits/RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'.
Estonia	EE	EUR	Requirements for payments to Estonia in EUR currency: IBAN is mandatory; length of IBAN: 20. Example: EE001700017000459042.
Estonia	EE	USD	Requirements for payments to Estonia in USD currency: IBAN is mandatory; length of IBAN: 20. Example: EE001700017000459042.

			Reference'.. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.
Gabon	GA	USD	Requirements for payments to Gabon in USD currency: IBAN is mandatory; length of IBAN: 27. Example: GA0040000010032001890020126 Enter 23-digits long /RIB split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'.. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.

Greece	GR	EUR	Requirements for payments to Greece in EUR currency: IBAN is mandatory;

			currency are not possible. Payroll currency for Guernsey is USD only.
Guernsey	GG	USD	Requirements for payments to Guernsey in USD currency: IBAN is mandatory; length of IBAN: 22. Example: GB00MIDL40478302269279.
Guinea	GN	GNF	Requirements for payments to Guinea in GNF currency: Instruction regarding bank Account Number field: 18 or 16 characters are required for Ecobank split in bank 'Account Number' &' Bank

			cannot exceed the equivalent of 10,000 USD in HNL.
Hong Kong	HK	HKD	Requirements for payments to Hong Kong in HKD currency: Instruction

Iraq	IQ	IQD

			USD only. Provide bank location code. Example: 00035-077.
Japan	JP	JPY	Requirements for payments to Japan in JPY currency: It is mandatory to populate 'Bank Control Key'. Enter '01' for checking account or '02' for saving account. In the Remarks field, please provide Zengin code.
Japan	JP	USD	Requirements for payments to Japan in USD currency: It is mandatory to populate 'Bank Control Key'. Enter '01' for checking account or '02' for saving account.
Jersey	JE	GBP	Unfortunately payroll paycot9o

characters will be KZT and the last 3 digits will be the payment detail code.

			mandatory; length of IBAN: 20. Example: LU000019175546294000.
Macao	MO	MOP	Unfortunately payroll payments to MO country (ISO country code) in MOP currency are not possible. Payroll currency for Macao is USD only.
Macao	MO		

			044180001044817273) should be entered.
Mexico	MX	USD	Requirements for payments to Mexico in USD currency: Instruction regarding bank Account Number field: 18 digit CLABE format (ex 044180001044817273)
Moldova	MD	EUR	Requirements for payments to Moldova in EUR currency: IBAN is mandatory; length of IBAN: 24. Example: MD00MO2224ASV41884097100. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.
Moldova	MD	MDL	Requirements for payments to Moldova in MDL currency: IBAN is mandatory; length of IBAN: 24. Example: MD00MO2224ASV41884097100. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.Payroll currency for Moldova is USD only. In the Remarks field, please provide telephone number (1- 20 digits long; the same one that was registered with your bank) - they are mandatory.
Moldova	MD	USD	Requirements for payments to Moldova in USD currency: IBAN is mandatory; length of IBAN: 24. Example: MD00MO2224ASV41884097100. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.
Monaco	MC	EUR	Requirements for payments to Monaco in EUR currency: IBAN is mandatory; length of IBAN: 27. Example: MC0012739000710075018000P14.
Monaco	MC	USD	Requirements for payments to Monaco in USD currency: IBAN is mandatory; length of IBAN: 27. Example: MC0012739000710075018000P14.
Mongolia	MN	MNT	Requirements for payments to Mongolia in MNT currency: Payroll currency for Mongolia is USD only.

Nether.Antilles	AN	ANG	Unfortunately payroll payments to AN country (ISO country code) in ANG currency are not possible. Payroll currency for Nether.Antilles is USD only.
Netherlands	NL	EUR	Requirements for payments to Netherlands in EUR currency: IBAN is mandatory; length of IBAN: 18. Example: NL00ABNA0457180536.
Netherlands	NL	USD	Requirements for payments to Netherlands in USD currency: IBAN is mandatory; length of IBAN: 18. Example: NL00ABNA0457180536.
New Caledonia	NC	XPF	Requirements for payments to New Caledonia in XPF currency: IBAN is mandatory; length of IBAN: 27. Example: FR0020041000016219433J00076. Payroll currency for New Caledonia is USD only.
New Caledonia	NC	USD	Requirements for payments to New Caledonia in USD currency: IBAN is mandatory; length of IBAN: 27. Example: FR0020041000016219433J00076.
New Zealand	NZ	NZD	Requirements for payments to New Zealand in NZD currency: Instruction regarding bank Account Number field: Bank 'Account Number' field should be 15-16 character long (BSB + bankaccount number).
Nicaragua	NI	NIO	Requirements for payments to Nicaragua in NIO currency: Payroll currency for Nicaragua is USD only.
Niger	NE	XOF	Requirements for payments to Niger in XOF currency: IBAN is mandatory; length of IBAN: 24. Example: NE008010010013000500026 8. Enter 24-characters long IBAN split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'. YES 24-char/XOF countries. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.

Niger	NE	USD	Requirements for payments to Niger in USD currency: IBAN is mandatory; length of IBAN: 24. Example: NE0080100100130005000268. Enter 24-characters long IBAN split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'. YES 24-char/XOF countries. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.
Nigeria	NG	NGN	Requirements for payments to Nigeria in NGN currency: Instruction regarding bank Account Number field: 10 digits bank 'Account Number' is required (NUBAN. i.e.: 2010176483)
Nigeria	NG	USD	Requirements for payments to Nigeria in USD currency: Instruction regarding bank Account Number field: 10 digits BBAN (NUBAN. i.e.: 2010176483)
Norway	NO	EUR	Requirements for payments to Norway in EUR currency: Although IBAN is not mandatory, it exists. It has length of 15 characters. Example: NO0030001234567.
Norway	NO	NOK	Requirements for payments to Norway in NOK currency: IBAN is mandatory; length of IBAN: 15. Example: NO0039916835985.
Norway	NO	USD	Requirements for payments to Norway in USD currency: IBAN is mandatory; length of IBAN: 15. Example: NO0039916835985.
Pakistan	PK	PKR	Requirements for payments to Pakistan in PKR currency: IBAN is mandatory; length of IBAN: 24. Example: PK00SCBL0000001925518401. In the Remarks field, please provide National Tax Number (NTN).
Pakistan	PK	USD	

Palestine

Peru	PE	USD	Requirements for payments to Peru in USD currency: Instruction regarding bank Account Number field: Enter 20-characters long BBAN: split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'. It is mandatory to populate 'Bank Control Key'. Enter '01' for checking account or '02' for saving account.
Poland	PL	EUR	Requirements for payments to Poland in EUR currency: IBAN is mandatory;

			mandatory; length of IBAN: 27. Example: SM00U0854009803000030174419.
Saudi Arabia	SA	SAR	Requirements for payments to Saudi Arabia in SAR currency: IBAN is mandatory; length of IBAN: 24. Example: SA0020000000480647579940. Payroll currency for Saudi Arabia is USD only.
Saudi Arabia	SA	USD	Requirements for payments to Saudi Arabia in USD currency: IBAN is mandatory; length of IBAN: 24. Example: SA0020000000480647579940.
Senegal	SN	XOF	Requirements for payments to Senegal in XOF currency: IBAN is mandatory; length of IBAN: 24. Example: SN000005200048500003035. Enter 24-characters long IBAN split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'. YES 24-char/XOF countries. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.
Senegal	SN	USD	Requirements for payments to Senegal in USD currency: IBAN is mandatory; length of IBAN: 24. Example: SN000005200048500003035. Enter 24-characters long IBAN split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'. YES 24-char/XOF countries. Enter first 18 characters of IBAN into bank Account Number field and remaining in Bank Reference field.
Serbia	RS	EUR	Requirements for payments to Serbia in EUR currency: Although IBAN is not mandatory, it exists. It has length of 22 characters. Example: RS00105008054113238018.
Serbia	RS	RSD	Requirements for payments to Serbia in RSD currency: Although IBAN is not mandatory, it exists. It has length of 22

			characters. Example: RS00105008054113238018.
Serbia	RS	USD	Requirements for payments to Serbia in USD currency: Although IBAN is not mandatory, it exists. It has length of 22 characters. Example: RS00105008054113238018.
Seychelles	SC	SCR	Unfortunately payroll payments to SC country (ISO country code) in SCR currency are not possible. Payroll currency for Seychelles is USD only.
Seychelles	SC	USD	Requirements for payments to Seychelles in USD currency: Although IBAN is not mandatory, it exists. It has length of 31 characters. Example: SC00MCBL01031234567890123456USD.
Singapore	SG	USD	Requirements for payments to Singapore in USD currency: Instruction regarding bank Account Number field: cant be longer then 10 digits.
Slovakia	SK	EUR	Requirements for payments to Slovakia in EUR currency: IBAN is mandatory; length of IBAN: 24. Example: SK0000000000003679748552.

Sweden	SE	EUR	Requirements for payments to Sweden in EUR currency: IBAN is mandatory; length of IBAN: 24. Example: SE0030000000030301099952.
Sweden	SE	SEK	Requirements for payments to Sweden in SEK currency: IBAN is mandatory; length of IBAN: 24. Example: SE0030000000030301099952.
Sweden	SE	USD	Requirements for payments to Sweden in USD currency: IBAN is mandatory; length of IBAN: 24. Example: SE0030000000030301099952.

Switzerland payments

addition, please provide correspondent bank.

Uruguay	UY	USD	Requirements for payments to Uruguay in USD currency: It is mandatory to populate 'Bank Control Key'. Enter '01' for checking account or '02' for saving account.
Utd.Arab Emir.	AE	AED	Requirements for payments to Utd.Arab Emir. in AED currency: IBAN is mandatory; length of IBAN: 23. Example: AE000090004001079346500.
Utd.Arab Emir.	AE	USD	Requirements for payments to Utd.Arab Emir. in USD currency: IBAN is mandatory; length of IBAN: 23. Example: AE000090004001079346500.
Uzbekistan	UZ	UZS	Requirements for payments to Uzbekistan in UZS currency: Instruction regarding bank Account Number field: 20 charakters long Bank Account Number split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'.In the Remarks field, please provide INN = TAX ID (9 digits) OKONX/OKNOH (5 digits) – National Classifier of Economic Activities.
Uzbekistan	UZ	USD	Requirements for payments to Uzbekistan in USD currency: Instruction regarding bank Account Number field: 20 charakters long Bank Account Number split in bank 'Account Number' &' Bank Reference' fields: first 18 characters in 'Account Number' and the remaining 'Bank Reference'.
Venezuela	VE	VEF	Unfortunately payroll payments to VE country (ISO country code) in VEF currency are not possible. Payroll currency for Venezuela is USD only.
Vietnam	VN	VND	Requirements for payments to Vietnam in VND currency: Payroll currency for Vietnam is USD only.
Wallis,Futuna	WF	XPF	Requirements for payments to

Wallis,Futuna	WF	USD	Requirements for payments to Wallis,Futuna in USD currency: IBAN is mandatory; length of IBAN: 27. Example: FR0020041000016219433J00076.
Yemen	YE	YER	Requirements for payments to Yemen in YER currency: Payroll currency for Yemen is USD only.
Zimbabwe	ZW	ZWD	Unfortunately payroll payments to ZW country (ISO country code) in ZWD currency are not possible. Payroll currency for Zimbabwe is USD only.