[Bank Logo]

[Bank Name]

[Bank Address]

[Bank Phone]

[Date]

To Whom It May Concern,

This letter verifies that [Bank Account Beneficiary Name] has an account with [Bank Name].

[Bank Name] can acknowledge the bank account with the following details on record, at the time of this communication:

**Beneficiary Bank Information**

Bank Name:

Bank Address:

**Beneficiary Account Information**

Bank Account Beneficiary Name:

Bank Account Beneficiary Address:

Bank Account Type:

Bank Account Currency:

*[FOR BANK ACCOUNTS IN USA]*

Bank Account No.:

ABA-ACH No.:

SWIFT:

*[FOR BANK ACCOUNTS IN CANADA]*

Bank No.:

Transit No.:

Bank Account No.:

*[FOR BANK ACCOUNTS IN EUROPE]*

IBAN:

BIC:

*[FOR BANK ACCOUNTS ELSEWHERE]*

Bank Account No.:

SWIFT:

Bank Code:

Sincerely,

[Authorized Signatory Signature]

[Name & Title of Authorized Signatory]

[Bank Name]

**Field Descriptions**

|  |  |
| --- | --- |
| **General Information** | |
|  | |
| Account Holder: | Exact name on the account. In case of joint ownership, it should contain the full names. Please make sure that Last (or Family) name is followed by first name. |
| Account Currency: | The base currency in which the banks account is held. |
| Bank Name: | Full name without acronyms or abbreviations. |
| Bank Address: | Street and city are required; branch name is appreciated if available. |
|  | |
|  | |
| **Bank Account Information** | |
|  | |
| ***Bank accounts in USA:*** | This section should be completed for the bank accounts, which are maintained with bank branches in the USA, regardless of base currency. |
| Bank Account No.: | Identifies the account within the bank entered. |
| ABA-ACH No.: | Stands for American Banking Association-Automated Clearing House (also called “Direct Deposit”), which is 9 digits long and unique for each branch of bank that is an ACH participant. |
| SWIFT: | For other non-participants of ABA another code is needed called SWIFT. This stands for Society for Worldwide Inter-bank Financial Telecommunication and contains 8 or 11 alpha-numeric characters. |
|  | |
| ***Bank accounts in Canada:*** | This section should be completed for the bank accounts, which are maintained with bank branches in Canada, regardless of base currency. |
| Bank No.: | Identifies the bank the account belongs to (three-digit number). |
| Transit No.: | Identifies branch of the bank the account was created at (five-digit number). |
| Bank Account No.: | Identifies the account within the branch and bank entered (seven-digit number). |
|  | |
| ***Bank accounts in Europe:*** | This section should be completed for bank accounts, which are maintained with bank branches in European countries, which are participants of the “EU internal Market payment system”, regardless of base currency. |
| IBAN: | Stands for International Bank Account Number and is used by nearly all the countries in Europe and many individual banks around the world. It has a different structure according to different countries’ national rules, but it always begins with two letters of the country code and two “check” numbers, followed by the bank code and account number. |
| BIC: | Same as the SWIFT code. It contains 8 or 11 alpha-numeric characters. Both IBAN and BIC can be found on the bank account statement. |
|  | |
| ***Bank accounts elsewhere:*** | This section should be completed for bank accounts with banks located anywhere other than the USA, Canada, and Europe. |
| Bank Account No.: | Same as above. |
| SWIFT: | Same as above. |
| Bank Code: | In case of non-participants of SWIFT, the national bank code is needed. There are different formats used around the world with different names, e.g., BSB (Australia, six-digit number), IFSC (India, 11-character code), etc. |