

International Bank Letter Instructions

If your request is to deposit funds into an international bank account, in addition to the 1199A form you must also include an international bank letter. The letter must appear on the bank's letterhead with authorized signatures.

Bank letters must contain:

- Bank Name and Address, including street address, city, and country
- Date
- Recipient Name
- Bank Information
 - Account Type – Checking or Savings
 - IBAN#
 - Account #
 - Bank SWIFT Address/Code
 - Bank Number
 - Additional Details (if applicable)
- Intermediary (Secondary) Bank Fields (optional)
 - Bank#/SWIFT Address
 - Bank Name
 - Bank Address
- Bank Representatives Information
 - Signature
 - Name
 - Telephone Number (include country code)
 - Fax Number include (country code)
 - E-mail Address