

## Wire Transfer and ACH Payment Template Remediation

During the conversion of Treasury Net to City National Business Suite®, which your firm will soon experience, many wire templates and ACH entries will not convert automatically. A high percentage of the non-converted items will be international wires or ACH payments, due to issues with the BIC (bank identification) code and IBAN (account number) formatting. This quick reference guide provides steps you should take before your conversion is implemented in order to ensure your payment templates are readily available on the new system. Additionally, you can create the templates on Business Suite after conversion, using the guides below.

### Wire Template Remediation Plan

CNB will perform:

- Pre-conversion of all templates before your migration to Business Suite
- Validate reject reasons
- Provide your City National Conversion Specialist with a list of successful and unsuccessful templates, including:
  - Template ID
  - Reason(s) for failure

### International Templates

- You should contact recipient to get updated information.
- BIC and IBAN calculators are located at:

<https://www.ibancalculator.com/>

For IBAN:

1. Enter IBAN in the IBAN calculator field to validate IBAN (**Note: no spaces or special characters**).
2. If successful, use that IBAN in the **account field** on Treasury Net.
3. If not, go back to your recipient to confirm their banking relationship.

For BIC (must be full 11-digit BIC)

1. Click on Find bank/bank code/BIC in the IBAN Calculator
2. Enter 8- or 11-digit code in field.
3. Look at the results and find the full 11-digit code to use for BIC/SWIFT code bank identifier on Treasury Net.

If not using IBAN or BIC, confirm the account and bank identifier with recipient.

For Domestic Routing:

1. Enter 9-digit routing number (or minimum 4 digits) in the Search FedWire box at:  
<https://www.frb services.org/>
2. Click Agree.

3. Update the Routing Number field on Treasury Net
- **Note:** If you do not fix your wire templates, the transactions will reject and will have to be manually recreated post conversion. Please delete any unwanted or outdated templates to improve the conversion process.

## ACH Entries Remediation Plan

CNB will perform:

- Pre-conversion of all ACH databases and entries
- Validate reject reasons
- Provide your City National Conversion Specialist with a list of successful and unsuccessful entries:
  - International ACH
  - Tax Payments

### *International ACH:*

- You should contact the payment recipient to get updated bank information.
- BIC and IBAN calculators are located at:

<https://www.ibancalculator.com/>

For IBAN:

1. Enter the IBAN number in the IBAN calculator field to validate the IBAN (no spaces or special characters).
2. If successful, use that IBAN in the account field.
3. If not, refer to your payment recipient to confirm their banking information.

For BIC: (must be full 11-digit BIC)

1. Click on Find bank/bank code/BIC.
2. Enter 8- or 11-digit code in field.
3. Look at the results and find full 11-digit code to use for the BIC/SWIFT code bank identifier on Treasury Net.

### *Tax Payments*

- The new application has more required fields, which, in turn, will result in fewer errors or delays in posting to the proper tax recipients.
  - For any amount in any type of Tax Payment, there is a tax type code and an amount code, sometimes shown as “Subcategory N”.
  - For each amount, the amount code must contain a value on the Treasury Net screen, as this field is now required on the new system.
- Any missing information in your payment entry will reject the payment.

- For Example,
  - If you only have one amount, then you will need to input the Amount Type Code (i.e. Social Security Amount, Withholding Amount, Medicare Amount) in Subcategory 1 field.
  - If you have multiple amounts (in Amount 2 or Amount 3) you will need to add those Amount Type Codes in the corresponding Subcategory fields.
- Any missing information in your payment entry will reject the payment.
- Every tax payment type may have different subcategories or reasons, differing from the ones listed above.
- Even though the fields are not marked as required in Treasury Net, they are required in Business Suite and if missing (for any corresponding account) the item will not convert.

### Questions

If you have any questions about preparing these payment types for the conversion to City National Business Link, please contact your Conversion Specialist listed on the emails you have received from City National Bank.