



## DIRECT DEBITING EXPLANATION GUIDE - USD

### How to register to the direct debit?

In order to register to direct debit, **you should use a USD account located in the United States** at your bank or with a correspondent bank. SWIFT will need your account number and the ABA number (also known as Fedwire Routing number, Transit Routing number or ACH number) of the selected institution.

**We cannot implement ACH direct debit service on USD accounts located in other countries.**

#### **Fill out and sign the direct debit form**

The National Automated Clearing Houses Association requires that SWIFT receives your authorization in writing. Simply complete the enclosed form and indicate your institution's acceptance by having it signed by an authorised officer of the institution.

#### **Where to send your form to ?**

Original to: SWIFT Treasury Department  
Avenue Adèle 1  
B10 La Hulpe  
Belgium

Scanned copy via e-mail to [Treasury.generic@swift.com](mailto:Treasury.generic@swift.com)

### When will the direct debit be activated?

**SWIFT** will activate the direct debit upon receipt of your direct debit form and confirm this activation to you via e-mail to the address mentioned on the form or via MT999.

The invoices issued by SWIFT will as from that date be paid through automatic collection from the identified account.

For any questions about direct debit, you can also send an e-mail to [Treasury.Generic@swift.com](mailto:Treasury.Generic@swift.com).

### How will you be advised of the amount to be debited?

A prenotification will be sent seven days before actual debiting/crediting of bank account (by MT999, fax or mail).

This will state the amount, the invoice number and the direct debit execution date.

### What if you disagree with an invoice?

May we remind you that for a faster and easier access to your invoices in electronic format and for more detailed information on the direct debit service, you can register to our online billing services available on our website ([www.SWIFT.com](http://www.SWIFT.com) – Support – Online Billing).

In case you disagree with an invoice, you need to notify S.W.I.F.T.s.c.r.l. within 30 days of invoice date by creating a case online or forwarding an e-mail to [Treasury.Generic@swift.com](mailto:Treasury.Generic@swift.com).

