

HOW TO SET UP AN INTERNATIONAL PAYEE FOR INTERNATIONAL PAYMENTS

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Step 1: Log in to Online Banking (www.sainthelenabankonline.com)

Step 2: Select 'International Payees' from the main menu on the left and in the expanded menu, click 'New Payee'.

International Payee Template

Template Reference	<input type="text" value="Jane Bloggs - Lloyds Account"/>
Debit Account	<input type="text" value="98765007 - SHP - Current A/C"/>
Payee's Details	
Account Name	<input type="text" value="Jane Bloggs"/>
Account Number/IBAN	<input type="text" value="12345678"/>
Credit Currency	<input type="text" value="GBP - Sterling"/>
Payee's Address	<input type="text"/>
Payee's Bank Details	
Bank's Name	<input type="text" value="Lloyds Bank"/>
Sort Code	<input type="text" value="112233"/>
SWIFT Address	<input type="text"/>
Payment Reference	<input type="text" value="John Bloggs
St Helena"/>

[Enter Advanced Routing Information](#)

Further information on next page

Other Information

Statement Narrative	<input type="text" value="Jane Bloggs
Lloyds"/>
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Save

Back

Step 3: Complete the Payee Template:

Template Reference - Your chosen identification reference for the payee.

Debit Account - The account the finances will come out off (if you have multiple accounts on your Online Banking).

Account Name: Payee's Account Name

Account Number/IBAN - Check this with your Payee.

Credit Currency - Choose from GBP, ZAR and EUR.

Payee's Address - The address registered to the Payee's Account.

Bank's Name - Payee's Bank's registered name.

Sort Code - Check this with your Payee.

Swift Address - Check this with your Payee.

Payment Reference - The reference for your Payee's Statement. This should include your name (you can change this when you make a payment to the Payee).

Statement Narrative - the information that will be shown in your statement (you can change this when you make a payment to the Payee).

Click 'Save'. From here you will be asked to verify the information entered and confirm using select characters from your password.



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Enter Advanced Routing Information

Advanced Routing Information is optional, and need only be entered if your Payee's Bank requires this information. Click the "Enter Advanced Routing Information" link to expand the form revealing extra fields.

Hide Advanced Routing Information

Correspondent Bank Details

Bank's Name

SWIFT Address

Sort Code UK Domestic Sort Code

Bank's Address

Correspondent Banks are authorised to provide services on behalf of another bank and are typically used by domestic banks to act as their agent abroad. Correspondent banks typically handle transactions involving more than one currency.

Intermediary Bank Details

Bank's Name

SWIFT Address

Sort Code UK Domestic Sort Code

Bank's Address

Intermediary Banks are also third-party banks used to facilitate international transfer and settlement of funds between two banks. Intermediary banks forward cash for foreign transactions, but these transactions don't involve multiple currencies. Most of these cases involve an originating bank that is too small to deal in foreign transfers, and so the aid of an intermediary bank is enlisted.

Note: A new Payee will need to be authorised by the Bank before it can be used for making international payments (remittances). Once authorised, you will be able to use it to make international payments.

