



**CASTLE  
CURRENCY™**  
Currency Exchange  
International Payments

## Adding Beneficiaries Changing Beneficiary Bank



# CastleFX ONLINE MANUAL

How to use the CastleFX Online  
Customer Payment Portal

Beneficiary Exit

Add New Beneficiary **Name & Address** Bank Details Payment Defaults

Beneficiary Type: \* Corporate x v

Company Name:

Short Name:

Address 1: \*

Address 2:

City:

Country: \* United States x v

Province / State: TEXAS x v

Postal / Zip Code:

Fields marked with an asterisk (\*) are mandatory to complete.

Please enter your beneficiary information in the fields provided.

If you wish to edit an existing beneficiary click the "View / Edit" link from the list above.

Click "Next" button to continue.

**i Attention**

This beneficiary has a status of **PENDING** and can't be used until it is cleared by compliance for use.

Next »

# Add New Beneficiary

Follow any instructions on the form to complete information you have available. Fill in all the required fields in **green bold**. **NOTE: You must make an initial test or a small partial payment to each new beneficiary and ensure it properly reaches its destination.**

## Name & Address

Fill out the Name & Address including postal code for each beneficiary. Note: do not use apostrophes (') or special characters.

## Bank Details

**Country:** Select the Country

**Search by:** Select radio button either Bank or Swift.

**T I P ! Select SWIFT radio button, enter the Swift Code then simply Click on the matched information showing in grey and the remaining banking fields will automatically populate. Then add Currency, Routing No. and payee Account No or IBAN.**

**Bank Name:** Using SWIFT will prepopulate Name and address used for bank account. Note: do not use apostrophes (') or special characters.

**Bank Details:** Using SWIFT will partially prepopulate banking information. You need the full bank branch address including postal code, country, routing number, currency and beneficiary account number.

Beneficiary Exit

Add New Beneficiary Name & Address **Bank Details** Payment Defaults

**Fraud Warning**  
Please ensure that the bank details have been checked with your Supplier/Beneficiary over the telephone before entering these into the system. Please do not accept emailed bank details from your Supplier/Beneficiary as emails can be intercepted.

Bank where the beneficiary's account is held

Country: \* United States x v Search by:  Bank  Swift

Bank Name: \* Enter SWIFT

Routing No./City \* WFBUS6SXXX

Branch Address 1: \* Wells Fargo Bank, National Association, WFBUS6SXXX, 420 Montgomery St, San Francisco

Branch Address 2:  Account No. / IBAN: \*

City: \*  Bank Code:

Province / State: Select a state v SWIFT / BIC:

Postal / Zip Code: \*  Routing No

Next »

Intermediary Bank Account

Correspondent Bank Account

Bank where the beneficiary's account is held

Country: \*  Search by:  Bank  Swift

Bank Name: \*

Routing No./City \*

Branch Address 1: \*  Currency: \*

Branch Address 2:  Account No. / IBAN: \*

City: \*  Bank Code:

Province / State:  SWIFT / BIC:

Postal / Zip Code: \*  Routing No

**Intermediary/Correspondent Bank Account:** Typically, not necessary, but the Intermediary and Correspondent Bank information might be required for certain financial institutions to send and receive international payments. Be sure to check with your beneficiary about their account details and if their institution requires this type of account info to be used.

**NOTE: If you have difficulties successfully adding a Beneficiary, forward the information to your representative for assistance.**

*\*NOTE: You will not be able to change banking details once they've been uploaded. You will need to speak with your customer service representative directly to change a beneficiary's banking details.*

Beneficiary

Add New Beneficiary

Preferred Method of Payment: \*

Preferred Delivery Method \*

Email Address:

Deal Limit:

Details of Payment:

Payment Reference:

### Payment Defaults

**Payment Method:** This will be Electronic Funds Transfer.

**Delivery Method:** This will be Low or High Value Transfers. *Note: High Value Transfers may or may not arrive sooner but may dependent on receiving bank may a wire transfer fee. CastleFX may restrict low dollar trades to Low Value.*

**Email Address:** Add email address to enable transaction notifications.

**Deal Limit:** If you would like to restrict the size of payments allowed to each beneficiary you can enter it in Deal Limit. It can be changed upon request as needs dictate.

**Details of Payment:** Provide the reason for paying this beneficiary.

**Payment Reference:** You can store fixed details like Account number or payment references or a payment "flow".

Message

AFEX messages Account asdfs- BadRequest Remittance Line 2 (Purpose of Payment) cannot be blank Beneficiary City cannot be blank Beneficiary Region cannot be blank Beneficiary Postal Code cannot be blank RemittanceLine1 updated from '' to 'BOF Castle Currency Management, In' BankAddress1 updated from '420 MONTGOMERY ST' to 'Association 420 Montgomery St' BankAddress2 updated from '' to '7th Fl' BankAddress3 updated from '' to 'San Francisco' BankName updated from 'WELLS FARGO BANK, NATIONAL ASSOCIATION' to 'Wells Fargo Bank, National'

Ok

**Message:** There is often an automated message as shown which will auto match your input to our records. You can accept this.

*\*COMPLIANCE NOTE ABOUT CHANGES: Data changes made to **required fields** will enforce an approval process for changes to a beneficiary file. These changes will have to flow through and be approved by your broker's compliance process before a payment will be released to the beneficiary. This is to help ensure correctness and reduce errors.*