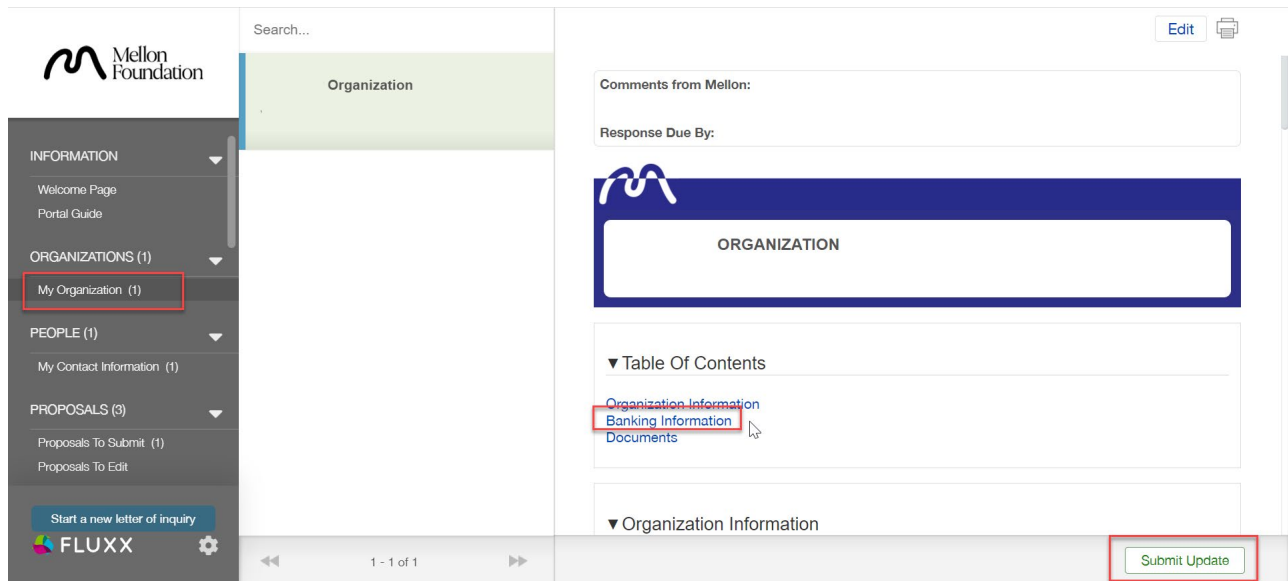


Entering Bank Account Information

As part of the proposal process, Foundation staff may request your organization's bank information. In that event, the Banking Information Contact listed on the Organization record in Fluxx will receive an email requesting that the banking information be added in the Grantee Portal. Foundation staff may contact the Banking Information Contact if there are questions about the account. Please note that the Foundation makes grant payments via wire transfer, not ACH.

TO ADD NEW BANK ACCOUNT INFORMATION

1. Once the Banking Information Contact has received an email prompt to complete banking details, navigate to **Organizations > My Organization**



2. Scroll down to the Banking Information section and click on the green plus sign (+) next to **Bank Accounts** to add a new bank account

3. Complete the **Bank Account Information** and **Contact Confirmation** sections on the bank form:

- Name on Bank Account (e.g. organization name)
- Bank Name
- Bank Address
- Bank Account Number, /IBAN
- ABA or Routing Number/Swift Code (**WIRE ONLY, no ACH transactions**)
- For non-US banks, select the **US Corresponding Bank** from the drop-down list provided that will facilitate the wire transfer
- If your bank requires For Further Credit (FFC) instructions to accept wire transfer, please select the check box and include the **FFC Account Name(s) and Number(s)**
- Name of Person Confirming Bank Account
- Title of Person Confirming Bank Account
- Phone of Person Confirming Bank Account
- Email of Person Confirming Bank Account
- Date Confirmed
- Comments, if applicable

The image displays two side-by-side screenshots of a web form titled "Add a Bank Account".

The left screenshot shows the "Bank Account Information" section. It includes the following fields and options:

- Name on Bank Account*
- Bank Name*
- Bank Address (No PO Boxes)*
- Bank Account Number/IBAN*
- ABA or Routing Number/Swift Code (WIRE ONLY - NOT ACH)*
- A checkbox for "Please check here if your bank requires For Further Credit (FFC) instructions to receive a wire transfer".
- A "Save" button at the bottom.

The right screenshot shows the "Contact Confirmation" section. It includes the following fields and options:

- A grey instruction box: "Please enter the name and contact information of the person in your organization who has confirmed the bank account details."
- Confirmed by*
- Title of Person Confirming Bank Account*
- Phone of Person Confirming Detail*
- Email of Person Confirming Bank Account*
- Date Confirmed* (with a calendar icon)
- A "Save" button at the bottom.

4. Click **Save** and then **Submit Update** for review by the Foundation

For technical support or to request updates to your organization's banking information, please contact: fluxxusers@mellon.org or (212) 500-2484, Mon-Fri, 9:00am-5:30pm ET.