TO ADD NEW BANK ACCOUNT INFORMATION

1. Once the Banking Information Contact has received an email prompt to enter the organization's banking details, they should navigate to Organizations > My Organization

2. Scroll down to the Banking Information section and click on the blue 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 to (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
4. Click **Save** and then **Submit Update** for review by the Foundation

After the Banking Information Contact submits the organization’s bank account details, they will receive an email from the Fluxx system. If required, your organization’s Banking Information Contact will also receive an email with a link to set up a Bookings appointment with a member of the Foundation’s Finance staff to confirm the bank account details by phone. Please note that Mellon will call the Banking Information Contact at the phone number listed on the Organization record, at the scheduled time of your appointment. If you need to change the contact phone number, please email fluxxusers@mellon.org.

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.