



AMERICAN EXPRESS

American Express® Corporate Programme International Currency
How To Pay Your Company's Corporate Statements

Payment Guide

This guide provides details on how to make payment to American Express® via wire transfer for your International Currency Card Programme. If you wish to pay via direct debit, please contact your American Express Account Representative.

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Making the wire transfer

What to include with your transfer

If you're making a payment by wire transfer, it's important that you include your company name, your country, your 11-digit Basic Control Number (BCN) or the full 15 digit cardnumber for single payments

e.g. COMPANY - GREECE - 12345600012

If the reference field is too short, please abbreviate your company name and country

e.g. COMP GRE 12345600012

Failure to include the BCN will result in delays processing your payment and may even result in Late Payment Charges.

When to make your transfer

Please submit your payment 3 days in advance of any deadline as overseas payments can take up to 3 days to appear in our bank account.

Tips for your transfer

To ensure that full payment is deposited, instruct your bank to send funds as a "FULL PAY ITEM". This designation indicates that any additional fees charged by your bank are not deducted from the payment amount, but from the originating bank account. This will avoid short payment of the balance owed. American Express is not liable for any bank fees charged.

The bank details you should quote when sending payment to American Express vary depending on the type of product your Company holds with American Express.

How to transfer

The bank details you use when making your transfer will vary, depending on the type of American Express product your company has:

Making the wire transfer (cont.)

To pay International Euro Corporate Card, Euro vPayment and Euro Corporate Purchasing Account

Bank Name: Standard Chartered Bank GMBH
Bank Account Number: 500160900
Sort Code: 51230500
Bank Address: Franklinstrasse 46-48, 60486 Frankfurt am Main, Germany
SWIFT Code (BIC): SCBLDEFXXX
IBAN: DE97512305000500160900

To pay International Dollar vPayment

Bank Account Name: JP Morgan Chase
Bank Account number: 352827247
Bank Address: 277 Park Ave, New York, NY 10172, USA
SWIFT Code (BIC): CHASUS33XXX
ABA: 021000021

To pay International Dollar Corporate Card

Bank Name: Standard Chartered Bank
Bank Account Number: 3582022339001
Bank Address: Standard Chartered Bank, 1 Madison Avenue, New York, NY 10010, USA
SWIFT Code (BIC): SCBLUS33

To pay International Euro Business Travel Account

Bank Name: Deutsche Bank
Bank Account Number: 265188040
Bank Address: Deutsche Bank, De Entree 99-197, 1101 HE Amsterdam, Postbus 12797, 1100 AT Amsterdam
SWIFT Code (BIC): DEUTNL2A
IBAN: NL63DEUT0265188040

Clients based in Ireland who wish to pay Euro Corporate Cards may make payment to the following bank account:

Bank Name: Bank of Ireland
Bank Account number: 84436804
Bank Address: Bank of Ireland, CCS, Operations Centre, Deer Park Room, Cabinteely, Dublin 18, Ireland
Sort code: 900033
IBAN: IE87BOFI90003384436804
SWIFT Code (BIC): BOFIE2DXXX

Making the wire transfer (cont.)

Clients based in Greece who wish to pay Euro Corporate Cards may make payment to the following bank account:

Bank Name: Alpha Bank
Bank Account Number: 146002002004156
Bank Address: 10 Pesmazoglou 10252 Athens, Greece
IBAN : GR8201401460146002002004156
SWIFT Code (BIC): CRBAGRAAXX

Clients based in Greece who wish to pay Dollar Corporate Cards may make payment to the following bank account:

Bank Name: Alpha Bank
Bank Account Number: 146015001000842
Bank Address: Alpha Bank
10 Pesmazoglou, 10252 Athens, Greece
SWIFT Code (BIC): CRBAGRAA

Preparing the remittance advice

Remittance advice is a spreadsheet that lets us know how you want us to allocate your payment to your Cardmembers' accounts. In order for us to correctly allocate your payment, we need you to ensure:

- the remittance advice should be sent at least 24hrs before your payment has been made.
- the total of each allocated payment in your remittance advice exactly matches the payment amount
- you've provided remittance advice for each payment, in the instance that you make multiple payments

To get started, please double-click on the Excel to download the remittance advice template:



Remittance Advice Template

The spreadsheet must, in alignment with European Data Protection laws, be secured with a password to protect Cardmember information. This can be done as follows:

- File - Save As
- Tools (Within the Save As option)
- General Options
- Password to open - enter chosen password
- Re-enter password to confirm

Please ensure you select "Password to Open" and not "Password to Modify", as this ensures the file cannot be opened as Read Only.

Also, be sure to send us the password via email, and to send the remittance advice in a separate email. Please also include in the subject line Company name, total payment amount, and date.

Submitting the remittance advice

When to submit

It's important that we receive your remittance advice within at least 24hrs before of receiving your wire transfer. This ensures that once we receive your payment, we can correctly allocate it right away.

What to include

Be sure to include the payment amount, your company name, and your Basic Control Number in the subject of the email.

How to submit

The email address you send to will vary depending on the type of American Express product your company has:

Email AmericanExpressPaymentservicesIEC@aexp.com for International Euro Corporate Card, Euro vPayment, or Euro Corporate Purchasing Account

Email AmericanExpressPaymentServicesIDC@aexp.com for International Dollar Card, or International Dollar vPayment

Email AmericanExpressPaymentServicesNetherlands@aexp.com and BTAAallocationsNL@aexp.com for International Euro Business Travel Account

■ **All Euro-denominated products and the US\$ vPayment product are issued by** American Express Europe S.A. has its registered office at Avenida Partenón 12-14, 28042, Madrid, Spain. It is registered in Spain with tax identification number A-82628041 and is authorised and regulated by Banco de España. Where American Express Europe S.A. cards are issued in Spain but obtained within the European Economic Area, local rules may apply to the way that it conducts its business which can be enforced by that country's applicable regulatory authority.

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