

Special Instructions

Return to db office Acceptable reasons:

- (1) Client is coming to office to pick up check (for Banking and Global plus accounts)
- (2) Check to be sent via messenger (for Banking and Global plus accounts)
- (3) Letter or invoice to be included with check (for Global plus Accounts only)
- (4) Disbursement from a trust account (Global plus Trust account only) (No comment is required)
- (5) FX currency pick-up at branch (for Banking and Global plus accounts)

Note:

1. TAG will ensure that the case creator include in the description of the case who is picking up the check from the branch(Return to DB Office).
2. Case creator should mention Return to DB case reason in special instruction not under case comment.
3. Official checks may only be made payable to an individual or entity.
4. TAG will approve all global plus checks case types as well as check banking case types comes in Return to db office queue as official check approver (first level approver)related to Trust Group and Latam group.

STOP PAYMENT - Banking:

HRM applies: No

Overview: - Stop Payment banking ticket is used to stop the already Issued check from being getting debited.

There are 2 types of banking checks:

1- **Official Checks** and The transaction for Official check will be posted on Metavante as soon as it is issue, to confirm whether it is debited or not we need to confirm with banking team.

For internal use only