

- 2 BSO Standing Instruction "B- SI" - For B-SI TAG verifies that the mentioned standing instruction available in the file and verifies all details with the case..
3. **Signature verification** - If for FAX with call back signature of Client is not matching with specimen available then TAG will reject the case.
4. **Trust Accounts** - TAG only verifies Non Financial and Check Payment from Trust account. For all other cases created by Trust team coming to BSO queue for Security transfer and wire transfer , TAG will re-route to Trust queue.  
Note : If TNP Team creates financial cases other than the checks for Tax purpose then TAG is authorized to approved such cases.
5. **Exception Requested** - For all Exception requested cases approval from SPG Team is required from any one among Zia Zemon, Amy Horak, Diana Canter, Matthew Schaefer, Mikal Ison.
6. **Overdraft Approval** : For OD approval from below is required:
- IA account - For Wire up to 100,000 approval from anyone among Patrick Harris, Armen Brash, Mary Keaveney, Lee Hutter or John B. Walsh (For Global plus Account only) is required.
  - For wire above 100,000 approval from CRM team which includes Nicholas Haigh, Carl Jackson, Gaston Alegre, Troy-D Williams, Roddy Moore, Andrew Xu, Tiffany Ausby-Frazier, Tom Hoddinott, John C Gibson, Paul Salvas or Hillary Hastings is required.
  - TNP - For TAX payments approval from CRM is needed.
  - For Trust account: Approval from David Wolkenbrod, Edward Golden or Paul Betts will be accepted.
7. **LOA Check for amount break down** :Transaction approvers/reviewers must consider the requirements for the total amount indicated on a single LOA (or multiple LOAs received at the same time) from one account to the same recipient.
- If **\$50K and above**; written authorization needed per HRM Policy; BSO exception (SPG Approval) needed for Verbal Authorization - any payment should require BSO approval if payment does not equal the LOA.
  - If **\$500MM and above**; Release Payment Template is required - If LOA is not in line with the transaction - **Still will follow the \$500MM Procedure (Approval from MD and Release approval template)**
8. **TAX Payment HRM Rule** : In case of TAX payments, callback is not mandatory.

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