

NAME / ADDRESS TEMPLATE FILE LAYOUT

Column	Element/Attribute	Description	Format
A	Beneficial Owner Name (Individual or IRA Accounts Only)	Name of the beneficial owner.	Char 50
B	Name of Co-Owner, if applicable	The joint individual owner of the account. Last name of Co-Owner (if applicable). Prints on letters and/or checks.	Char 50
C	Representative Name	Representative Name, if applicable (e.g. executor, custodian, trustee, administrator, nominee, etc.). Identifies a person to contact if submitter was an entity. Used for correspondence, but not included on the check instrument.	Char 50
D	Addr1	The address line 1 field is used in the mail address block for checks and/or letters.	Char 50
E	Addr2	The address line 2 field is used in the mail address block for checks and/or letters.	Char 50
F	City	The city field is used in the mail address block for checks and/or letters. (DO NOT USE THIS FIELD FOR FOREIGN ADDRESSES)	Char 30
G	State	The state field is used in the mail address block for checks and/or letters. (DO NOT USE THIS FIELD FOR FOREIGN ADDRESSES)	Char 2
H	Zip5	Zip5 (DO NOT USE THIS FIELD FOR FOREIGN ADDRESSES)	Char 5
I	Zip4	Zip4 (DO NOT USE THIS FIELD FOR FOREIGN ADDRESSES)	Char 4
J	Country	The country field is for foreign addresses and is used in the mail address block for checks and/or letters. (DO NOT USE FOR DOMESTIC ADDRESSES, i.e. U.S.A., Puerto Rico, Virgin Islands, or APO)	Char 25