



Tips for Completing the Wire Transfer Form

- If it is your first time submitting a claim for reimbursement and services were *incurred outside of the U.S.*, you must submit a Wire Transfer Form with your claim submission.
- A Wire Transfer Form will only need to be submitted once unless your banking information changes. In that case, a new Wire Transfer Form will need to be submitted.
- **A Wire Transfer Form must be completed in its entirety in order for claims to be reimbursed. All fields are mandatory unless otherwise specified.**

Please complete the form using the following information:

Employer/Policyholder: This will always be Cairo American College.

Group Policy #: This will always be 5041.

Last Name/First Name: The employee of CAC must be listed.

Employee ID: The ID number listed on the front of your MetLife ID card.

Date of Birth: Birth date of the CAC employee – please complete in YYYY-MM-DD format.

Bank Name: Official name of the bank.

Bank Address: Full address of the bank.

Account Number: Your bank account number. This can typically be found on the bottom of one of your checks or by contacting your bank.

Sort Code: This number is assigned to a branch of the bank for internal purposes. This can typically be found by contacting your bank or the bank's website.

ABA Number (complete for U.S. banks only): A nine digit bank code used in the U.S. This can typically be found at the bottom of one of your checks or by contacting your bank.

IBAN Number (complete for specific countries only – see listing below): The International Bank Account Number (IBAN) is a means of identifying bank accounts across national borders and consists of up to 34 alphanumeric characters. This can typically be found by looking at one of your bank statements or by contacting your bank. See below listing of countries that require an IBAN number and examples.

Swift Code Number (complete for ALL banks): Used to recognize financial and non-financial institutions and consists of an 8 to 11 alphanumeric code - also referred as BIC (Bank Identifier Code). This information can typically be found by searching online or by contacting your bank.

** Note: If your account is a U.S. Credit Union and money is being wired from outside of the U.S., a corresponding bank may be required for further credit into your account.*

Currency Requested: The currency must match the same currency as your bank account.



EOB Address: The address that you wish your Explanation of Benefits to be mailed.

Name on Account: The name of the person that holds the bank account. Some banks require this to match their file records in order to credit your account.

Phone Number: The phone number that is listed on your bank account record.

Address: The address that is listed on your bank account record.

Email: The email address that you use most often. This may be used in case MSO needs to contact you for clarification of information.

Employee Signature/Date: Sign and date the form.

Countries that Require IBAN Numbers

*Countries where IBAN is mandatory in cross-border payments are marked with an asterisk *.
"AN" = Alpha-numeric characters*

List of the European IBAN countries

Country	Length	Examples
Albania*	28 an	AL47212110090000000235698741
Andorra*	24 an	AD12 00012030200359100100
Austria*	20 an	AT611904300235473201
Belgium*	16 an	BE68539007547034
Bosnia and Herzegovina	20 an	BA391290079401028494
Bulgaria*	22 an	BG80BNBG96611020345678
Croatia	21 an	HR1210010051863000160
Cyprus*	28 an	CY17002001280000001200527600
Czech Republic*	24 an	CZ6508000000192000145399
Denmark*	18 an	DK5000400440116243
Estonia*	20 an	EE382200221020145685
Faroe Islands*	18 an	FO1464600009692713
Finland*	18 an	FI2112345600000785
France*	27 an	FR1420041010050500013M02606
Georgia*	22 an	GE29NB0000000101904917
Germany*	22 an	DE89370400440532013000
Gibraltar*	23 an	GI75NWBK000000007099453
Greece*	27 an	GR1601101250000000012300695
Greenland*	18 an	GL8964710001000206
Guernsey	22 an	Same structure as United Kingdom
Hungary*	28 an	HU42117730161111101800000000
Iceland*	26 an	IS140159260076545510730339

List of the European IBAN countries

Country	Length	Examples
Ireland*	22 an	IE29AIBK93115212345678
Isle of Man	22 an	Same structure as United Kingdom
Italy*	27 an	IT60X0542811101000000123456
Jersey	22 an	Same structure as United Kingdom
Latvia*	21 an	LV80BANK0000435195001
Liechtenstein*	21 an	LI21088100002324013AA
Lithuania*	20 an	LT121000011101001000
Luxembourg*	20 an	LU280019400644750000
Macedonia	19 an	MK07300000000042425
Malta*	31 an	MT84MALT011000012345MTLCAST001S
Moldova*	24 an	MD24AG000225100013104168
Monaco	27 an	MC581348800010051108001292
Montenegro	22 an	ME25505000012345678951
Netherlands*	18 an	NL91ABNA0417164300
Norway*	15 an	NO9386011117947
Poland*	28 an	PL27114020040000300201355387
Portugal*	25 an	PT50000201231234567890154
Romania*	24 an	RO49AAAA1B31007593840000
San Marino	27 an	SM86U0322509800000000270100
Serbia	22 an	RS35260005601001611379
Slovakia*	24 an	SK3112000000198742637541
Slovenia*	19 an	SI56191000000123438
Spain*	24 an	ES9121000418450200051332
Sweden*	24 an	SE3550000000054910000003
Switzerland*	21 an	CH9300762011623852957
United Kingdom*	22 an	GB29NWBK60161331926819

List of non-European IBAN countries

Country	Length	Examples
Angola	25 an	AO06000600000100037131174
Azerbaijan*	28 an	AZ21NABZ00000000137010001944
Bahrain*	22 an	BH29BMAG1299123456BH00
Benin	28 an	BJ11B00610100400271101192591
British Virgin Islands	24 an	VG96VPVG0000012345678901
Burkina Faso	27 an	BF1030134020015400945000643
Burundi	16 an	BI43201011067444
Cameroon	27 an	CM2110003001000500000605306
Cape Verde	25 an	CV64000300004547069110176
Central African Republic	27 an	FR7630007000110009970004942

List of non-European IBAN countries

Country	Length	Examples
Congo	27 an	CG5230011000202151234567890
Costa Rica*	21 an	CR0515202001026284066
Dominican Republic	28 an	DO28BAGR00000001212453611324
French Guiana	27 an	Same structure as France
French Polynesia	27 an	Same structure as France
Guadeloupe	27 an	Same structure as France
Guatemala	28 an	GT82TRAJ01020000001210029690
Iran	26 an	IR580540105180021273113007
Israel*	23 an	IL620108000000099999999
Ivory Coast	28 an	CI05A00060174100178530011852
Kazakhstan	20 an	KZ176010251000042993
Kuwait*	30 an	KW74NBOK0000000000001000372151
Lebanon*	28 an	LB30099900000001001925579115
Madagascar	27 an	MG4600005030010101914016056
Mali	28 an	ML03D00890170001002120000447
Martinique	27 an	Same structure as France
Mauritania*	27 an	MR1300012000010000002037372
Mauritius	30 an	MU17BOMM0101101030300200000MUR
Mozambique	25 an	MZ59000100000011834194157
New Caledonia	27 an	Same structure as France
Palestinian Territory*	29 an	PS92PALS000000000400123456702
Réunion	27 an	Same structure as France
Saint-Pierre and Miquelon	27 an	Same structure as France
Sao Tome and Principe	25 an	PT50000200000163099310355
Saudi Arabia*	24 an	SA0380000000608010167519
Senegal	28 an	SN12K00100152000025690007542
Tunisia*	24 an	TN5914207207100707129648
Turkey*	26 an	TR330006100519786457841326
United Arab Emirates*	23 an	AE260211000000230064016
Wallis and Futuna	27 an	Same structure as France