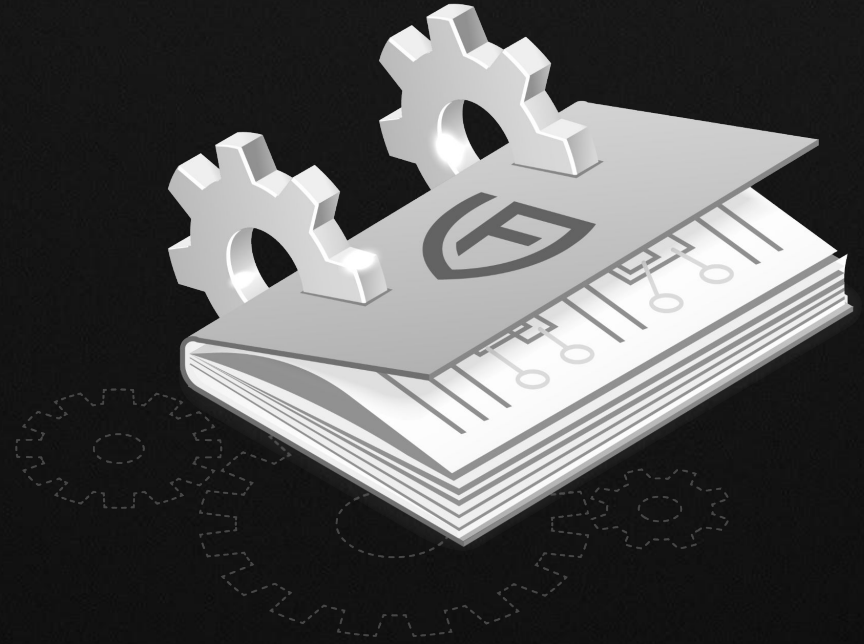




# User Guide

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# Virtual Accounts



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# Introduction to Virtual Accounts

FV Bank allows customers to generate unique virtual account numbers tied to their beneficiaries. This enables clients to automate the payment attribution with virtual account numbers.

## Key

## Highlights:

- Pre-generate virtual account numbers for each of your beneficiaries.
- Basic KYC is shared, allowing pre-approval for more streamline transaction approval.
- Provide each counterparty a dedicated virtual account number and deposit instructions.
- 1-to-1 matching of transactions via the unique deposit instructions, whenever a counterparty sends a deposit, for automated reconciliation.

### Note:

This is an add-on feature with additional costs. The following steps in this user guide will only appear on your banking portal once it has been enabled for your account. If you are interested in this feature, please reach out to your Account Manager or mail us at [sales@fvbank.us](mailto:sales@fvbank.us) for further information.

For details on Virtual Account fees, please refer to our [banking fee schedule](#).

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## How to create Virtual Accounts (New Beneficiary)

Step 1

To create a virtual account for a beneficiary, go to **Make a Payment** option in the left side menu and select Domestic or International transfer.

The screenshot shows the FV Bank interface for creating a virtual account. On the left, a sidebar menu includes options like Dashboard, USD Account, Deposit Instruction, Make a Payment (highlighted), FVNet Transfer (with Domestic Transfer highlighted), International Transfer, Manage Cards, Custody Accounts, Tools, Transaction, Help & Support, and Logout. The main content area is titled 'Transfer - Select Beneficiary' and features an 'Add new' button. Below the title, there are four input fields: 'Beneficiary Type' (set to 'Not applied'), 'Email' (placeholder 'Enter Email'), 'Beneficiary Name' (placeholder 'Enter Beneficiary Name'), and 'Beneficiary Status' (set to 'No options selected'). A message at the bottom states 'No results match the search criteria'.

Step 2

Click on the **"Add New"** option on the top right of the Transfer screen to create beneficiary and its virtual account.

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#### Step 3

Select the beneficiary type, and provide the beneficiary information.

- **Individual Beneficiary:** Add the Date of Birth and upload the beneficiary government issued photo identity document,
- **Business Beneficiary:** Upload a corporate registration document such as articles of incorporation, certificate of incorporation evidencing the beneficiary country and registration information. Also, add the company registration number in the Document Number field and expiration, if any.

Dashboard

USD Account

Deposit Instruction

Make a Payment

FVNet Transfer

Domestic Transfer

International Transfer

Manage Cards

Custody Accounts

Convert

Tools

Operators

Transaction

Help & Support

Logout

< Create new Beneficiary

If you want a virtual account created for this beneficiary, do the following;  
**Individual Beneficiary:** Add the Date of Birth and upload the beneficiary government issued photo identity document,  
**Business Beneficiary:** Upload a corporate registration document such as articles of incorporation, certificate of incorporation evidencing the beneficiary country and registration information. Also, add the company registration number in the Document Number field and expiration, if any.

Fields

Beneficiary Type \*

Individual

First Name \*

Enter First Name

Last Name \*

Enter Last Name

Email

Enter Email

Beneficiary Date of Birth

dd/mm/yyyy

Beneficiary Relationship

Select Beneficiary Relationship

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#### Step 4

You will also need to provide beneficiary's address and ID document. Once provided, click on "Save" to confirm.

#### Address Information

Country \*

United States of America

State \*

New York

City \*

New York City

Address \*

47 W 13th St

Postal Code \*

10011

#### Beneficiary ID Document

ID Type

Passport

ID Number

XXXXXXXXXB

ID Expiration Date

21/12/2027

Front Document

Front.png

Back Document

Back\_Side.jpg

Save

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### Create Virtual Accounts (Existing Beneficiary)

Your beneficiary and their virtual account has been created successfully. Scroll down the screen to view the beneficiary's virtual account details.

The screenshot displays the FV Bank interface. On the left is a sidebar menu with options: Dashboard, USD Account, Deposit Instruction, Make a Payment (selected), Manage Cards, Custody Accounts, Convert, Tools, Operators, Transaction, Help & Support, and Logout. The main content area is titled '< Alice Smith' with a 'Select' button. It contains a 'Disable Transactions' toggle, a metadata section with creation and modification dates and users, a 'Fields' section with beneficiary details, and an 'Address Information' section.

Creation date	06-22-2025 10:53 PM
Created by	<a href="#">John Smith</a>
Last modified at	06-22-2025 10:58 PM
Last modified by	<a href="#">John Smith</a>

#### Fields

Beneficiary Type	Individual
Beneficiary Name	Alice Smith
First Name	Alice
Last Name	Smith
Beneficiary Status	Active
Beneficiary Date of Birth	01-01-1990
Beneficiary Relationship	Cousin

#### Address Information

Country	United States of America
State	New York

**Note:** Every time you add a new beneficiary, it will go through a screening. If the beneficiary is not shown as active after clicking on Save, you can refresh the page to check the status of the beneficiary (during banking hours).

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## Create Virtual Accounts (Existing Beneficiary)

The virtual account details include the deposit instructions which you can provide to the beneficiary for depositing funds into your FV Bank account.

### Deposit Instructions

We have created a Virtual Account for the above Beneficiary. You can provide your Beneficiary the below instructions. Any deposit made to these instructions using the virtual account will credit to your FV Bank account and contain the Virtual Account information of your customer for your reconciliation.

#### International Wire Deposit

Type: International Wire

**Note:** FV Bank SWIFT Wiring Instructions - When making an international wire transfer deposit to FV Bank, it is important to use the correct SWIFT/BIC details and ensure that Puerto Rico is selected as the final beneficiary bank country. Additionally, you must include your FV Bank account number in the format 780001XXXXX to ensure timely processing of your funds.

**Bank Name:** FV Bank International Inc.

**SWIFT:** ITLPRS2XXX

**Bank Address:** 270 Muñoz Rivera Avenue, Suite 1120, San Juan, PR 00918

**Account Number:** 780008000069

**Beneficiary Name:** Alice Smith

**Intermediary Bank Name:** Convera USA, LLC

**Intermediary Bank SWIFT code:** TGBPUS3WXXX

**NOTE:** If your bank supports sending in MT103 format, here are the instructions.

MT103 Field Requirements:

- Field 56A (Intermediary Institution): TGBPUS3WXXX (Convera USA, LLC)
- Field 57A (Account with Institution): ITLPRS2XXX (FV Bank International)
- Field 59 (Beneficiary Customer): Alice Smith 780008000069
- Field 70 (Remittance Information): [Any additional reference or payment details]
- Field 71A (Details of Charges): Specify OUR, sender pays fees

#### Domestic Wire Deposit

Type: Domestic Wire

**Note:** Domestic Wire - Please use these instructions for any wires within the United States. You will need to provide this information to the bank that is sending the wire to your FV Bank Account. You must provide the Reference for your FV Bank account in the Reference/Memo Field.

**Receiving Bank Name:** Cornerstone Capital Bank

**Receiving Bank Address:** 1177 West Loop South, Suite 700, Houston, TX 77027

**Routing Number/ABA:** 111326275

**Beneficiary Name:** FV Bank International Inc.

**Beneficiary Address:** 270 Muñoz Rivera Avenue, Suite 1120, San Juan, PR 00918

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## Create Virtual Accounts (Existing Beneficiary)

Step 1

To create a virtual account for an existing beneficiary, go to the left-side menu, select either '**Domestic**' or '**International**' transfer, and click on the beneficiary you wish to create the virtual account for.

**Transfer - Select Beneficiary** ⊕ Add new

Beneficiary Type: Not applied ▼

Beneficiary Name:

Email:

Beneficiary Status: No options selected ▼

Beneficiary	Type	Country	Status	Action
Alice Smith	Individual	USA	Active	<button>Select</button>
ABC Technologies	Business	USA	Active	<button>Select</button>



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Click on the **“Create a Virtual Account”** option on the top right corner of the beneficiary screen and provide the additional information required.

- **Individual Beneficiary:** Add the Date of Birth and upload the beneficiary government issued photo identity document,
- **Business Beneficiary:** Upload a corporate registration document such as articles of incorporation, certificate of incorporation evidencing the beneficiary country and registration information. Also, add the company registration number in the Document Number field and expiration, if any.

The screenshot shows the FV Bank interface for managing a beneficiary named Alice Smith. On the left is a sidebar with navigation links: Dashboard, USD Account, Deposit Instruction, Make a Payment (with a dropdown), FVNet Transfer, Domestic Transfer, International Transfer, Manage Cards (with a dropdown), Custody Accounts (with a dropdown), Convert, and Tools (with a dropdown). The main area is titled '< Alice Smith - () details' and includes a 'Select' button and a highlighted 'Create a Virtual Account' button. Below the title is a 'Disable Transactions' toggle. The details section shows 'Creation date' as 06-22-2025 10:53 PM and 'Created by' as John Smith. A 'Fields' section lists: Beneficiary Type (Individual), Beneficiary Name (Alice Smith), First Name (Alice), Last Name (Smith), and Beneficiary Status (Active).