



Getting Started with HSBC

Reference guide and documents

Important Banking Information

- **Bank Address for Wires:**
 - 95 Washington Street, Buffalo NY 14203
- **Routing Numbers:**
 - **General Checking/ Savings:** 022000020
 - **Controlled Disbursement (CDA):** 021306822
- **ABA Number (bank code for wire transfers):** 021001088
- **SWIFT Code (bank code for international wires):** MRMDUS33

Frequently Asked Questions

- **Welcome letter copy:** Need a PDF copy of the welcome letter? Print the Welcome letter email to PDF.
- **HSBC Website:** <https://www.hsbc.com/>

US Commercial Deposit Account Agreement (CDAA)

- This document is commonly referred to as the "G-doc"
- www.business.us.hsbc.com/center

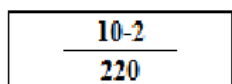
Working with HSBCnet

- HSBCnet Help Site:
 - <https://www.hsbcnet.com/hsbcnet-getting-started>
- HSBCnet Customer Service:
 - **Email:** hsbcnet_direct_services@hsbc.ca
 - **Phone:** 866-357-4722
- Please make sure to reach out to your System Administrator on the profile to grant the necessary permissions to all users.

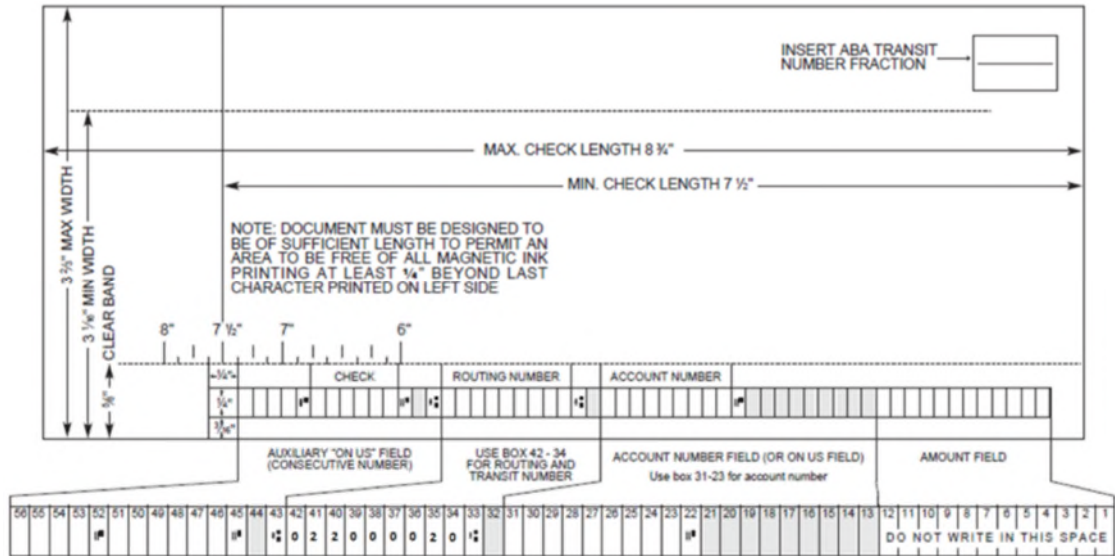
Ordering Checks

To order checks for your new account, please choose from one of the two options below:

- **Option 1: Order checks from Deluxe, HSBC check vendor**
Call 1-800-252-3414 or order online:
<https://www.deluxe.com/deluxe-checks/business>
- **Option 2: Order checks from your vendor**
If you wish to utilize your own vendor, please follow these specs:
 1. Write account name and address of HSBC branch
 2. Include ten (10) check and deposit tickets for testing on an initial order and at least one
(1) on reorders to:
HSBC Bank USA, NA
MICR Quality Control Unit
2929 Walden Avenue - C9B
Depew, NY 14043
 3. Print ABA Transit Number in fraction form in upper right of checks only.



- Please include printer name, address, contact name and telephone number with test checks



Check Printing Instructions

It is the printer's responsibility to adhere to all ABA specifications. Manufacturers/printers must print their name or logo on all documents.

General Check Ordering Information

- Call 1-800-252-3414 or order online: o printing other than magnetic encoding is to appear within the 5/8-inch clear band across the bottom of the document.
- Density of ink (signal level), alignment, and character configuration MUST conform to ABA specifications.
- No MICR printing may appear within 1/4" of the left edge of the document.
- MICR Check Serial Number must correspond to the Check Number in the "body" of the check (preferably the top right hand corner).
- Paper weight must be 24 lb. MICR Bond.
- Maximum detached document size is 8-3/4" x 3-2/3".
- Minimum detached document size is 7 1/2 x 3 1/16.
- HSBC's routing symbol number must appear in the upper right corner of the document. Please do not use PO Box for company mailing address when mailing documents UPS.

Important

- Upon completion send a minimum of 10 documents for MICR testing to:

HSBC Bank USA, NA
 MICR Quality Control Unit

2929 Walden Avenue - C12A
Depew, NY 14043

- Sample checks will be tested, with the results forward to the printer as soon as possible.

Use of Auxiliary ON-US Field

- All Business Checks will have MICR sequential numbering in the auxiliary ON-US field.
- The ON-US Symbol must appear in Column 45, and to the left of the last digit.
- The maximum number of numeric digits is 10, minimum 6.
- No MICR printing may appear within ¼" of the left edge of the document.

Commercial Deposit Accounts Rules and Terms and Charges

- Your terms and charges are attached to your welcome letter that are specific to the account that you have opened.
- For additional information you can visit our Download Center for full Commercial Deposit Accounts Rules and Checking Terms and Charges documentation.
 - **Visit:** <https://www.business.us.hsbc.com/en/us/generic/download-center>