



Getting Started with HSBC

Reference guide and documents

Important Banking Information

Wire transfers are payable through:

FED ABA No.:	021001088
CHIPS ABA No.:	0108
SWIFT Code:	MRMDUS33
BANK ADDRESS:	HSBC Bank USA, N.A. 66 Hudson Blvd. New York, New York 10001

ACH transfers are payable through:

ROUTING No.:	022000020
WHOLESALE DEPOSIT ACCOUNT (WDA):	021001088
CONTROLLED DISBURSEMENT ACCOUNT (CDA):	021306822
BANK ADDRESS:	HSBC Bank USA, N.A. Buffalo, NY

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/>

Working with HSBCnet

First Time Logging In:

- To sign in to HSBCnet for the first time, you will soon receive a welcome email from hsbcnetglobalsupport@hsbc.com with your temporary username. You will also need to download the HSBCnet Mobile App to enable mobile authentication to access HSBCnet.



- If you are an existing HSBCnet user, please ensure you work with your system admin for the proper permissions on the account added.
- **HSBCnet Help Site:**
 - <https://www.hsbcnet.com/hsbcnet-getting-started>
- HSBCnet Customer Service:
 - **Phone:** 866-357-4722
- **How to modify user permissions:**
 - https://www.hsbcnet.com/-/media/hsbcnet/support/gg/gl_596.pdf
- **Virtual Assistant can be reached using the “need help” along the right-hand side of HSBCnet.**

Optional HSBCnet Training:

- After you complete your setup, feel free to join one of the below optional training sessions:
 - Please register using one of the links below.

- Select a time and date that is convenient for you.
- Once registered, you will receive a separate confirmation email from Zoom with the training session link, further details and options to cancel your registration.
- Should you wish to modify your registration to a different time, simply re-use the links below to book a different session and, where possible, cancel your first registration from its confirmation email.

Customer Webinar Training Session	Option	Date	Registration Link
Getting Started There are two sessions held each week. Please select one of the two.	Session 1	Tuesday - 10AM PST / 1PM EST	Getting Started - Option 1 - Registration
	Session 2	Thursday - 10 AM PST / 1PM EST	Getting Started - Option 2 - Registration
Permissions (for System Administrators) There are two sessions held each week. Please select one of the two.	Session 1	Tuesday - 11.30AM PST / 2.30PM EST	Permissions - Option 1 - Registration
	Session 2	Thursday - 11.30AM PST / 2.30PM EST	Permissions - Option 2 - Registration
Managing Payments	Only Session	Tuesday - 1PM PST / 4PM EST	Payments - Registration

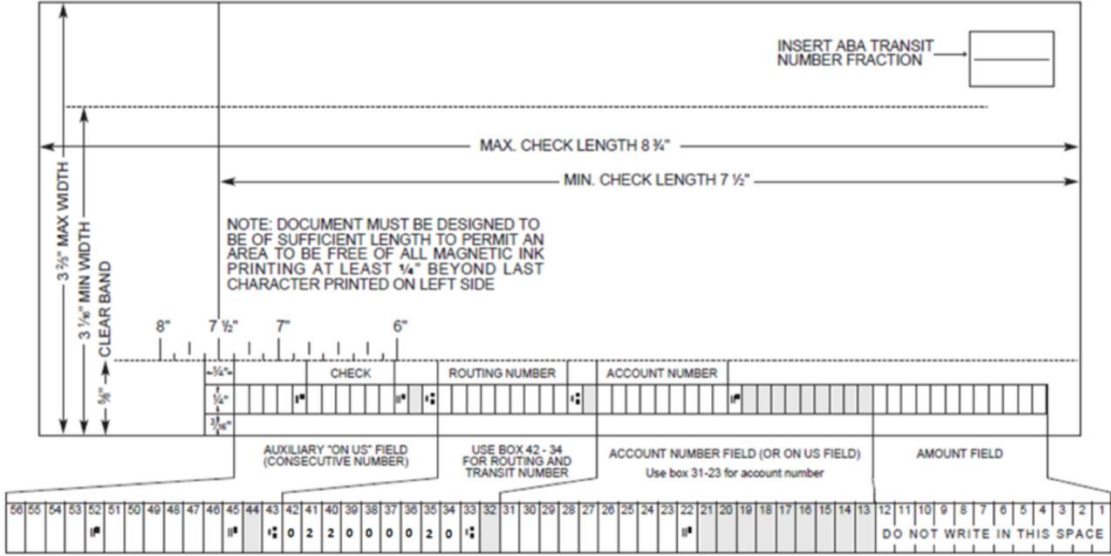
Ordering Checks

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 on reorders to:
 HSBC Bank USA, NA
 MICR Quality Control Unit
 239 Van Rensselaer Street, Buffalo, NY 14210
 3. Print ABA Transit Number in fraction form in upper right of checks only.

4. 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.
- HSBK'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 the address above.
- 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 Account Terms and Conditions and Terms and Charges Disclosures

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