

# Form Submission Quick Guide

This guide provides a sample of banks and form offerings. Banks offer either an **Entity wide / Consolidated form**, where a single request is sent to the bank per entity, and the bank responds with all accounts and products for that entity; and/or offer **Individual Forms** where the bank responds to the account number provided only. For a full list of banks and forms offered, please refer to the In Network Responder Report generated from the Reports section in Confirmation.com.



## Entity wide/Consolidated Form

The bank responds to form details on an **entity wide basis**. Auditors are required to send a single request, using one main account number for reference. If no main account number exists, enter the customer identification number in the account number field.



## Individual Form

The bank responds to form details on an **individual account basis**. Auditors are required to set up each account number to be confirmed as a separate form.



## Not Included

This form type is not offered by the bank as the specific bank does not supply information in this manner.



## Included

The bank offers other additional form types. Please review individual Bank Responder Instructions and available forms in the Confirmation.com platform.

		Global					Asia Pacific			
Form Type	Form Description	Goldman Sachs	JPMorgan Chase	BNY Mellon	UBS AG	Interactive Brokers	HSBC	Standard Chartered Bank	Hang Seng Bank	Bank of America
Consolidated Form										
Client Consolidated	Banks responds with all accounts and products held by a single legal entity. No other form types should be submitted if this form option is used.									
Individual Form										OR
Asset	An asset account is typically a current, cheque, deposit, savings, or investment account.									
Liability	A liability account is typically a bank loans, term loans and any other debit balances.									
Derivatives/Treasury	Treasury products or a financial instrument whose value depend upon the characteristics and value of an underlie. Example: Futures and options, Foreign Exchange Contracts	See Listed Options and Futures or OTC Derivatives								
Other Account Types <small>Please review Bank Responder Instructions when logged in</small>	Other form types offered for specific account types including Escrow/Trust Account, Time Deposit, Bond Issue, Line of Credit, Letter of Credit, Guarantees, and Securities on Liabilities.									

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		EMEA			United States					
Form Type	Form Description	HSBC PLC London	Standard Chartered Bank	Bank of America	HSBC USA	Bank of America USA	Citibank USA	Silicon Valley Bank	Wells Fargo Bank	Standard Chartered Bank
Consolidated Form										
Client Consolidated	Banks responds with all accounts and products held by a single legal entity. No other form types should be submitted if this form option is used.									
Individual Form										
		OR	OR							
Asset	An asset account is typically a current, cheque, deposit, savings, or investment account.									
Liability	A liability account is typically a bank loans, term loans and any other debit balances.									
Derivatives/Treasury	Treasury products or a financial instrument whose value depend upon the characteristics and value of an underlie. Example: Futures and options, Foreign Exchange Contracts	Select HSBC Global Banking and Markets			Select HSBC Securities USA		Select Money Market Fund or MMDA form		Select Wells Fargo OTC Derivatives	
Other Account Types Please review Responder Instructions when logged in	Other form types offered for specific account types including Escrow/Trust Account, Time Deposit, Bond Issue, Line of Credit, Letter of Credit, Guarantees, and Securities on Liabilities.									

## Frequently Asked Questions

### Why is there more than one form type?

There are two primary forms types available: the Consolidated and Individual form type. You should select the form type based on the product type you are looking to confirm (e.g. asset, liability etc). The Consolidated form type should be used when you want to perform a comprehensive search of the responder's records based on a single account number for an entity. Only one Consolidated request should be submitted per entity per bank (this will cover multiple accounts in one request) and no other form types should be submitted if this form option is used. Individual confirmations (e.g. asset or liability) should have a separate request for each account.

### Why aren't all form types offered by all banks?

Not all form types are accepted by every bank. If you do not see a specific form listed, this means the bank does not currently accept or respond to that form type. Forms types are determined by the bank and cannot be changed on an individual auditor basis.

### How do I know which forms I should use?

**1. Responder Instructions** - When selecting a bank on Confirmation.com, you are required to read and acknowledge their online Responder Instructions shown on the selection screen. Responder Instructions provide helpful guidance on how to submit requests for the specific bank, including details such as required account format and guidance on which forms should be used for different accounts and product types.

**2. Form Description** - Once a form is selected, a Form Description will display and provides further detail about the type of request you are adding to your Client Profile. This Form Description may also list key product types banks responds to using this form type. It is important to note, Form Descriptions are general guidance regarding the specific form type and may not reflect all accounts and products responded to by a specific bank. As not all banks respond to all accounts and product types in the same manner, auditors should always first refer to Responder Instructions for guidance. Auditors can also contact Confirmation.com Customer Support for assistance if required.