

**A Step-by-Step Guide for Completing the Remittance Application**

Step No.	What You Should Do
Step 1	Fill form RMT-1/RMT1ACH/RMT1C/RMT2I completely and legibly. Please read carefully the instructions which are printed on the form. Please write the branch code/IFSC Code of the branch/bank to which you are sending the money, please also mention it in box B. Don't forget to sign and date in box E. Incomplete applications shall not be processed.
Step 2	A simple way of paying money to us is by your personal check, payable to "State Bank of India, New York". Draw the check for the <b>total amount</b> that you wish to pay to us, <b>including</b> our commission and mailing charges, if any. We will collect the check and send the remittance after the hold period (3 banking days).
Tip	If you are also applying for the ACH facility, give personal check of the account on which you want ACH facility.
Alternative Step 2	For an <b>urgent remittance</b> , you can pay us in any of the following ways: (a) Wire Transfer: If you have a User Registration Number, you can wire transfer the funds into our Remittance Hold Account No.77698405507006 using our ABA routing number 0260-0914-0. Ask your bank to incorporate your name in the wire transfer. In this case, we will send the remittance on the day we receive the wire transfer, if received by 4 p.m. (b) Cash (services available from 9 a.m. to 3 p.m. on all business days) (c) From your existing account with State Bank of India, New York Branch (applications received from 9 a.m. to 4 p.m. shall be processed on the same business day)
Step 3	Remittance shall be processed on the <b>next business day</b> in the case of (a) Certified Personal Check: Take your personal check to your bank and ask them to affix the certification stamp on your check. (b) Cashier's Check: Purchase a Cashier's Check from your own account for the total amount that you wish to pay to us, including our commission and mailing charges, if any. Ask your bank to PRINT your name on the check. <b>All checks must be payable to "State Bank of India, New York".</b> (c) Debit/Credit Card – Your debit/credit card will be charged by the Bank on the next business day following the date of receipt of application.
Step 4	<ul style="list-style-type: none"> <li>• If you are paying by check, mail form RMT-1 to Remittance Service Section, State Bank of India, 2nd Floor, 460 Park Avenue, New York, NY 10022.</li> <li>• If you are paying by wire transfer, fax form RMT-1 to (212)521-3363</li> </ul>

**Thank You!**

For details of hold periods for various modes of funding, please see FAQs on [www.statebank.com](http://www.statebank.com)

**APPLICATION FOR REMITTANCE TO INDIA**  
(Use This Form only if you are an account holder with SBI, New York)

**RMT-2I**

<b>To:</b>	<b>From:</b>	
<b>State Bank of India,</b> Deposit Section, 460 Park Avenue, New York NY 10022 <b>Fax No.: (212)521-3361</b> <b>Tel.: (212)521-3286/</b> <b>3283</b>	Name	
	Address	
	Telephone	
	Regd Recipient No.	
	<b>Account No.</b>	<b>776</b>

Please effect remittance on my/our behalf as per details given below and debit the U.S. \$ equivalent amount and your charges to my/our account with you:

<b>1. BENEFICIARY</b> (That is, the person or entity to whom you are sending money) <i>Has the beneficiary been registered with the Bank as a recipient Yes ( ) No ( ). If yes, please provide the "Register Recipient Number"</i>		
NAME IN FULL		
RELATIONSHIP	<input type="checkbox"/> Self/ Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Uncle/Aunt <input type="checkbox"/> Nephew/Niece <input type="checkbox"/> Other (specify):	
ADDRESS		
	PIN CODE	
<b>Beneficiary's Bank Details</b>		
NAME OF BANK	BRANCH NAME	
IFS Code (other banks only)	BRANCH CODE (SBI only)	
STR. ADDRESS		
CITY/ VILLAGE	DISTRICT	
PIN CODE (Mandatory for other than SBI)	A/C NO.	
<b>2. REMITTANCE OPTION (Check One) AND AMOUNT</b> (Mailing charges shown in italics)		
<b>INDIAN RUPEE REMITTANCE</b> <input type="checkbox"/>	Remit to beneficiary's account per bank details given above. Issue draft and mail to me by: <input type="checkbox"/> Regular mail (\$2) <input type="checkbox"/> Certified mail (\$5) <input type="checkbox"/> FedEx (\$20)	
<b>U.S. DOLLAR REMITTANCE</b> <input type="checkbox"/>	Remit to beneficiary's account per bank details given above. Issue Remittance Official Check and mail to me by: <input type="checkbox"/> Regular mail (\$2) <input type="checkbox"/> Certified mail (\$5) <input type="checkbox"/> FedEx (\$20)	
<b>OTHER CURRENCY</b>	<input type="checkbox"/> Remit to beneficiary's account as per bank details given above in (specify currency) _____	
<b>FOR REMITTANCE IN A CURRENCY OTHER THAN U.S. DOLLARS, STATE EXACT FOREIGN CURRENCY AMOUNT HERE, IF DESIRED. (THE BANK WILL DETERMINE THE USD EQUIVALENT.)</b>	<b>STATE THE U.S. \$ AMOUNT PAID TO US HERE</b>	
	AMOUNT TO BE REMITTED	
	ADD: COMMISSION	
	ADD: MAILING CHARGES (if any)	
Specify Currency		<b>TOTAL</b>
Specify Amount		
<b>3. PURPOSE OF REMITTANCE</b> <i>(Please give detailed, specific purpose. Generalized purposes will not be accepted.)</i>		
<b>4. SOURCE OF FUNDS</b> <i>(Please mention how the funds were earned. That is, mention the activity which generated the funds. Generalized sources will not be accepted.)</i>		

I/We have read the terms and conditions governing this remittance (given on page 2 addendum to the form and also available on website www.statebank.com) and agree to be bound by them. I have executed Fax agreement with the Bank – yes ( ) No ( ) Prior to the executing of the instruction, the Bank may, **at its discretion and only if it considers it necessary, reasonable and practicable**, verify the payment order by telephone call to a person and telephone number given in this application or recorded later by me/us with the Bank, following which the Bank shall have no further duty to verify the identity or authority of the person giving or confirming the contents of any payment order or instruction. Notwithstanding any provision hereof, the Bank shall have the right in its sole discretion to refuse to execute any payment order or instruction.

I am aware that for remittances to beneficiary accounts with banks other than SBI, charges (e.g. NEFT/RTGS\*, beneficiary bank charges etc) if any, may be levied in India. I/We declare that this remittance complies with U.S. and Indian laws.

Yours faithfully,

(Signature)

Date: \_\_\_\_\_

* NEFT Charges (in Rupees)	< 1,00,000	1 lac to 2 lac	> 2,00,000
	5	15	25

**FOR OFFICE USE ONLY**

DRAFT / ROC NO.	TRANSACTION NO.	DATE OF REMITTANCE	RATE APPLIED
INR EQUI-VALENT	PREPARED BY	VERIFIED BY	

**INSTRUCTIONS FOR FILLING THE APPLICATION FOR REMITTANCE AND TERMS OF REMITTANCE**

- A. Exchange rate of the day on which the transaction is executed is applied for all foreign currency remittances.
- B. Cancellation of or amendment to a remittance (each instance) will be charged \$25.
- C. Applications which do not contain complete information may be rejected or delayed, and the Bank shall not be responsible for any consequential loss. If you know the Branch Code of the SBI branch to which the remittance is to be sent, please also mention it.
- D. Processing of the remittance beyond the point of delivery is not within the purview of this service nor is it the responsibility or the obligation of New York branch.
- E. Remittance request made on a form other than the prescribed form will not be accepted and such requests will be returned to you unexecuted.
- F. As we do not have connectivity with branches of State Bank of India in India or with other banks, we would request you to please confirm with the beneficiary within a reasonable time after sending remittance through us and bring to our notice non-delivery as soon as possible, but within 45 days of the date of the remittance. We will take up any case of non-delivery as expeditiously as possible. If you do not advise us non-delivery within 45 days, it may not be possible for us to trace the remittance thereafter. Any investigation carried out after 45 days will be charged.
- G. US tax law requires income from all sources, including that earned from foreign accounts, to be reported in the annual tax return. US Treasury Department rules require certain accounts at foreign financial institutions which are controlled by US Taxpayers to be reported annually. Advice should be obtained from your professional advisor for further clarification

**CONDITIONS GOVERNING ISSUANCE OF REMITTANCE OFFICIAL CHECKS/DRAFTS** : In case this remittance is not paid, the drawer's liability will be conditioned upon surrender of duly endorsed original and duplicates and limited to refunding to the holder the equivalent of the face amount by (a) payment in United States dollars at the drawer's buying rate in New York, at the time of such surrender and refund, for the foreign money in which drawn, or at the drawer's option by (b) forwarding, by mail or otherwise, to the drawee or other banking house abroad with which it may then have or establish a sufficient credit in such foreign money instructions to withhold there from an amount equivalent to the face hereof for the account and risk of the holder hereof, and the drawer shall not be otherwise liable hereon or for the considerations received herefor. Reference to the foreign money in which this check is drawn shall mean such foreign money, or other foreign money into which it may then be convertible, impressed with restrictions and other characteristics which shall or would have attached to an unearmarked credit balance of the drawer's remaining with the drawee or such other banking house from the date hereof to the time of settlement. Such refund shall be reduced by any loss resulting from failure immediately to forward and promptly present this check (whether or not presentation would otherwise be dispensed with or delay excused) and refund may be withheld pending determination of such loss. Under no circumstances shall the Bank be liable for any consequential damages of any sort.

**CONDITIONS GOVERNING ISSUANCE OF WIRE TRANSFER**: This Bank agrees to send at the expense and risk of the customer a message directing payment in foreign funds in the amount and manner indicated. The Bank does not warrant that the transfer of funds will reach the payee. It may make use of any branch, or correspondent, agent or sub-agent and shall not be under any liability for any errors, negligence, suspension or default of any of them or for any failure to identify the payee or any mispayment by any of them nor shall the Bank be under any liability for any errors, mutilations, delays, mis-delivery or failure of delivery in the transmission of any message in connection with this transaction whether or not in code or whether by mail, postal service, telegraph, cable, wireless radio or otherwise, or for any suspension of any such means of transmission or for any imposition of any censorship, exchange control or other restriction, all such risks being borne by the customer. Under no circumstances shall the Bank be liable for any consequential damages of any sort.

In case of transfer of currency other than the currency of the country to which remittance is made, it shall be payable to the payee in currency of said country at the buying rate of Bank's branch, or correspondent for exchange of the currency remitted unless the payee arranges with said correspondent for payment in some other form upon paying all charges in connection therewith. In case the funds are not paid to the payee, whatever the reason, any liability of the Bank will be conditioned upon its receipt from the branch or correspondent of confirmation of effective cancellation of the remittance abroad and shall be limited to refunding the amount to be remitted, less expenses, which refund, in the case of transactions relating to the remission of foreign money, shall be made by (a) payment in United States dollars at the Bank's buying rate in New York, at the time of such refund, for the foreign money to be remitted, or at the bank's option by (b) forwarding by mail or otherwise to the Bank's branch or correspondent or other banking houses abroad with which it may then have or establish a sufficient credit in such foreign money instructions to withhold therefrom an amount equivalent to the amount to be remitted for the account and risk of the person to whom refund is to be made, and the Bank shall not be otherwise liable in connection herewith or for the consideration received by it. References to the foreign money to be remitted shall mean such foreign money or other foreign money into which it may then be convertible, impressed with restrictions, and other characteristics which shall or would have attached to an unearmarked credit balance of the Bank remaining with its correspondent or such other banking house from the date hereof to the time of settlement. Anything hereinbefore to the contrary notwithstanding, any refund shall be made in case of mispayment of funds by any correspondent, agent or sub-agent, and in case funds for the payment of this transfer have been remitted or made available abroad or otherwise covered, no refund shall be made until the relative funds have been returned or otherwise made freely available to the Bank.