

SAMPLE
IAT CORPORATE COMMUNICATION TO EMPLOYEES AND VENDORS

This document is provided for sample purposes only. It has not been reviewed by OFAC and should be reviewed by legal counsel before using.

The document could be posted on a company's Intranet or employee portal page, or it could be mailed or provided to all current and new vendors, employees, and new hires.

Employees

There have been changes to the payment system rules for direct deposit of payroll. If you receive your payroll via direct deposit at a U.S. financial institution and then have the entire payroll amount forwarded to a financial institution in another country please advise the payroll department (or specific individual within your company). There are formatting requirements for these transactions that the company needs to follow. It will not impact your payroll.

Vendors

There are new processing requirements for electronic vendor payments that are being sent to a financial institution outside of the United States. If our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country, please advise (identify who within your company).