ONE TIME PAYEE FORMAT

Below is the correct way to submit One Time Payee (OTP) information, the first example is a U.S. address and the second one is a foreign address.

Correct Payee Name:  Last Name, (space) First Name (Companies should not be paid as OTP)
No titles or periods allowed.
The legal name of the individual is required
Example: Smith, Robert (not Bobbie Smith)

Address Field: Use the payee’s home residence address (not institutional address)
Abbreviate Street Suffixes
No punctuation allowed.
Examples: Street to ST
          Apartment to APT#

Follow the U.S. Postal Code abbreviations. See some examples below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Abbreviation</th>
<th>Description</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td>APT</td>
<td>Park</td>
<td>PK</td>
</tr>
<tr>
<td>Avenue</td>
<td>AVE</td>
<td>Parkway</td>
<td>PKWY</td>
</tr>
<tr>
<td>Boulevard</td>
<td>BLVD</td>
<td>Road</td>
<td>RD</td>
</tr>
<tr>
<td>Court</td>
<td>CT</td>
<td>Street</td>
<td>ST</td>
</tr>
<tr>
<td>Drive</td>
<td>DR</td>
<td>Suite</td>
<td>STE</td>
</tr>
<tr>
<td>Highway</td>
<td>HWY</td>
<td>Terrace</td>
<td>TER</td>
</tr>
<tr>
<td>Lane</td>
<td>LN</td>
<td>Unit</td>
<td>UT</td>
</tr>
<tr>
<td>Place</td>
<td>PL</td>
<td>Way</td>
<td>WY</td>
</tr>
</tbody>
</table>

Direction Abbreviations:
North – N     South – S    East – E     West – W

U.S. Address
A U.S. address does not need a Country code – leave this field blank.

PAYEE NAME: BRUIN, ELIZABETH
ADDRESS: 123 High ST #105
CITY: Los Angeles
ST: CA
ZIP CODE: 90024
COUNTRY CODE: [Leave Blank]

Foreign Address:
A Foreign address does not require the State or Zip code – leave these fields blank. Postal codes may be entered before or after the city name. Example: 759009 Paris or Madrid 15982.

PAYEE NAME: BRUIN, JOSEPH V III
ADDRESS: 25 BRUSSELS RD STE 505
CITY: VANCOUVER  BC 5R2 9X3
ST: [Leave Blank]
ZIP CODE: [Leave Blank]
COUNTRY CODE: CAN

If there are any specific questions, please email Accounts Payable at ap@finance.ucla.edu or call the Customer Service at ext 40197.