



PROCEDURE POUR VENDRE SES ACTIONS

Sur le site de FIDELITY il faut d'abord renseigner la banque sur laquelle vous souhaitez recevoir votre transfert d'argent. Sauf si vous souhaitez un paiement par chèque.

Allez dans Customer Service ou « en français » à la page Service Client. Remplissez les champs en fonction de l'option que vous avez choisie.

Ps : en bas de cette page vous avez le document version anglaise.

Customer Service

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WIRE OR CHECK INSTRUCTIONS CURRENCY CONVERSION RATES

How to Wire Your Money

Below are the steps to request a wire transfer to Withdraw Contributions from your Stock Plan Account. Requesting a check follows the same process except you only need to provide your address and contact information.

Whether you decide to request a wire or check, you must first set up [Wire or Check Instructions](#). These instructions must be approved before you can make your request. Click the Help link toward the top of any page in the Wire or Check Instructions process for more information. You can [print this page](#) for reference when you contact your bank or financial institution.

• If you're instructions are set up and approved, simply [Request a Wire](#).

Otherwise, from [Wire or Check Instructions](#), click **Add Instructions** and follow the steps below. If you have instructions on file already and want to change them, click **Change Instructions** and follow the steps below

• Select the instruction type:

Fidelity NetBenefits

MENU | HP EN | Profil | Contactez-nous | Fermez la session

SERVICE CLIENT

Instructions concernant le paiement par virement ou par chèque | Formulaires | Guides des sites Web traduits | Contactez-nous

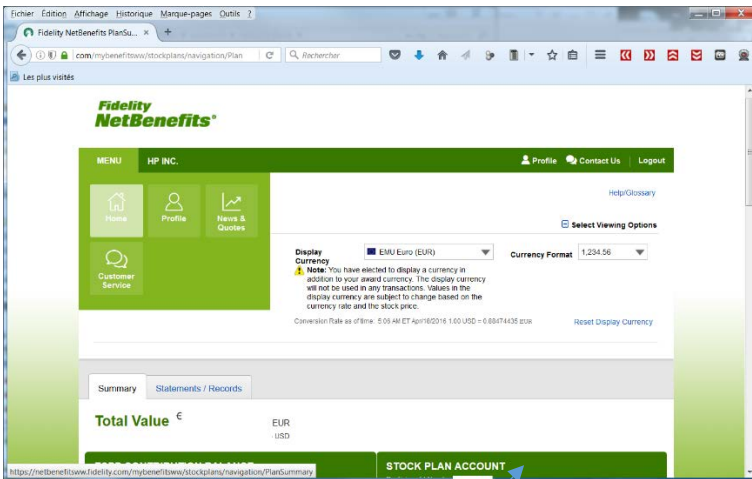
INSTRUCTIONS CONCERNANT LE PAIEMENT PAR VIREMENT OU PAR CHÈQUE TAUX DE CHANGE

comment virer vos fonds

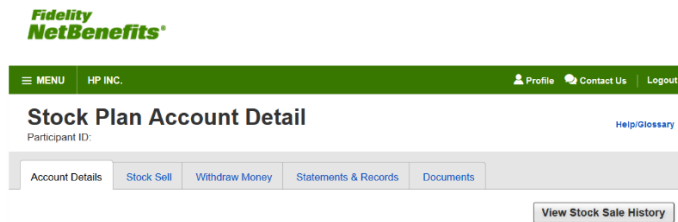
Ci-Dessous es les étapes pour prier à une transfert télégraphique que Révoque Cotisations de ton Compte de SPP. Nécessitant que une vérification maintenant procédure égal sauf vous uniquement requérir munir ton adresse et contacter donnée.

Que vous demandiez un virement ou un règlement par chèque, vous devez en premier lieu sélectionner [instructions concernant le paiement par virement ou par chèque](#). Ces indications doivent être approuvées avant que vous puissiez produire votre requête. Cliquez sur le lien de l'Aide vers le haut de la page toute en le processus de Attributions pour donnée plus de. Tu peux [imprimer cette page](#) Pour consulte quand tu contactes tes banc ou Institution financière.

Une fois ces informations renseignées il faut par la suite Aller dans le Menu pour revenir au « Home » menu.



Ensuite cliquez sur « Stock Plan Account »



Vous avez alors accès à l'ensemble de votre portefeuille d'action y compris les dividendes en Cash.

Eh oui les dividendes ne sont pas réinvestis en action comme cela l'était auparavant.

Ensuite il faudra sélectionner l'onglet Stock Sell, pour procéder à la vente et dans un deuxième temps regarder l'autre onglet « Withdraw Money » pour la partie paiement soit en chèque soit en virement bancaire (une fois la vente/transaction réalisée).

Request Wire or Check

Provide the information below to request your wire. Generally, your wire will be issued within **five (5) to seven (7) business days**.

From

Personal Information	
First Name	
Last Name	
Participant Number	
Stock Plan Account	
Permanent Residence Address	
Employer Name	
Wire Request Information	
Cash Available (after pending requests)	\$7
Requested Amount (\$USD) (limited to \$100,000 daily)	\$ <input type="text"/>
	-\$10.00 Wire Fee
How can I request amounts over \$100,000?	
Net Amount Requested (\$USD)	\$0.00 Refresh Amount
Estimated Currency Exchange Rate	0.000
How is the currency exchange rate calculated?	
Estimated Wire Amount (Local Currency)	0.00 EUR

To [Change Instructions](#)

En sélectionnant Change Instructions vous décidez le mode de paiement

En chèque de banque il suffira de cocher l'option « Check to Adress »

Customer Service

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WIRE OR CHECK INSTRUCTIONS

CURRENCY CONVERSION RATES

Select Instruction Type and Currency

Instruction Type: **Wire to Bank**
Select this option if a bank is receiving the funds.

Wire to Financial Institution
Select this option if a financial institution **other** than a bank (e.g., brokerage firm, credit union, etc.) is receiving the funds.

Check to Address
Select this option if you want a check payable to you mailed to your address.

Currency: EMU EURO - EUR
[What currencies can I select?](#)

Country: FRANCE
Country of receiving bank, financial institution, or check mailing address

Next >

 [Cancel](#) and return to Wire or Check Instructions.

En espérant vous avoir rendu service.

Fidelity Stock Plan Services, LLC

Stock Plan Account Proceeds Distribution Instructions

In order to receive proceeds from your Stock Plan Account, it's important you read the instructions below and complete the necessary sections before returning to Fidelity Stock Plan Services (Fidelity).

Please complete the blank sections, sign the form, and mail it to:

Regular Mail Service:

Fidelity Stock Plan Services, LLC, P.O. Box 770001, Cincinnati, OH 45277-0030, USA

Expedited Mail Service (e.g., FedEx, UPS, DHL):

Fidelity Stock Plan Services, LLC, 100 Crosby Parkway, Mail Zone: KC1M, Covington, KY 41015, USA

Fidelity will send cash proceeds resulting from stock plan transactions based on the instructions you provide below. **Cash proceeds are NOT sent automatically. You must call Fidelity to request distribution of the cash proceeds.**

We will either send the proceeds electronically to your personal account at a bank (or another financial institution if appropriate) via the Bank Wire feature, or we will mail a check to you. The information you provide on this form will be used to process your request. **If we have not received this form when you request a cash distribution, or we need additional information about your receiving bank, we will not process your request until we receive all necessary information from you.**

1 Currency Selection

Indicate your local currency by referring to the currency code chart below. Your proceeds will be converted to local currency on the business day following Fidelity's processing of your request, provided that Fidelity has your complete and accurate Proceeds Distribution Form on file. **Your country may require additional information in order to complete a Bank Wire. If so, please include the additional information in the special instruction field. If your home country is not supported by any of these currencies or if your currency selection is left blank, we will forward U.S. dollars to you.**

WIRE TRANSFERS ONLY				REMOTE CHEQUES AND WIRE TRANSFERS	
DZD	Algerian Dinar	ILS	Israeli Shekel	UGX	Ugandan Shilling
BSD	Bahamian Dollar	JMD	Jamaican Dollar	UAH	Ukraine Hryvnia
BDT	Bangladesh Taka	JOD	Jordanian Dinar	UYU	Uruguayan New Peso
BBB	Barbados Dollar	KZT	Kazakhstani Tenge	VUV	Vanuatu Vatu
BZD	Belize Dollar	KRW	Korean Won	VND	Vietnamese Dong
BMD	Bermudian Dollar	LVL	Latvian Lats	YER	Yemeni Rial
BOB	Bolivian Boliviano	LBP	Lebanese Pound	ZMK	Zambian Kwacha
BWP	Botswana Pula	LTL	Lithuanian Litas		
BGN	Bulgarian Lev	MWK	Malawi Kwacha		
BIF	Burundi Franc	MUR	Mauritius Rupee		
KYD	Cayman Islands Dollar	NPR	Nepal Rupee		
XOF	Central African States CFA Franc Bceao	ANG	Netherlands Antillean Guilder		
XAF	Central African States CFA Franc Beac	NGN	Nigerian Naira		
XPF	Central Pacific Franc	PKR	Pakistani Rupee		
CLP	Chilean Peso	PGK	Papua New Guinea Kina		
COP	Colombian Peso	PYG	Paraguayan Guarani		
CRC	Costa Rican Colón	PEN	Peruvian New Sol		
HRK	Croatian Kuna	PLN	Polish Zloty		
CZK	Czech Koruna	QAR	Qatari Riyal		
DJF	Djibouti Franc	RUB	Russian Ruble		
DOP	Dominican Republic Peso	RWF	Rwandan Franc		
XCD	Eastern Caribbean Dollar	WST	Samoan Tala		
EGP	Egyptian Pound	SCR	Seychelles Rupee		
EEK	Estonian Kroon	SLL	Sierra Leone Leone		
GMD	Gambian Dalasi	SBD	Solomon Islands Dollar		
GTQ	Guatemalan Quetzal	LKR	Sri Lankan Rupee		
HTG	Haitian Gourde	TWD	Taiwan New Dollar		
HNL	Honduran Lempira	TZS	Tanzanian Shilling		
HUF	Hungarian Forint	TOP	Tongan Pa'anga		
		TTD	Trinidad and Tobago Dollar		
				AUD	Australian Dollar
				BHD	Bahraini Dinar
				BND	Brunei Dollar
				CAD	Canadian Dollar
				CYP	Cyprus Pound
				DKK	Danish Krone
				EUR	EMU Euro
				FJD	Fiji Dollar
				HKD	Hong Kong Dollar
				INR	Indian Rupee
				IDR	Indonesian Rupiah
				JPY	Japanese Yen
				KES	Kenyan Shilling
				KWD	Kuwaiti Dinar
				MXN	Mexican Peso
				MAD	Moroccan Dirham
				NZD	New Zealand Dollar
				NOK	Norwegian Krone
				OMR	Omani Rial
				PHP	Philippine Peso
				SAR	Saudi Riyal
				SGD	Singapore Dollar
				ZAR	South African Rand
				SEK	Swedish Krona
				CHF	Swiss Franc
				THB	Thai Baht
				TND	Tunisian Dinar
				TRY	Turkish Lira
				AED	U.A.E. Dirham
				GBP	U.K. Pound Sterling
				USD	U.S. Dollar

2 Funds Distribution Instructions

Indicate whether you prefer to receive proceeds by bank wire or by check when requesting your distribution. Please note, some countries will not allow payment in the form of a check in local currencies.

3 Bank Information

Complete this section if you are requesting that your cash proceeds be distributed to you by bank wire. Completing this section requires specific information from your bank, or your financial institution, such as a brokerage firm or a credit union. If your account receiving the cash proceeds is a bank, complete Section 3A. If your account receiving the cash proceeds is not a bank, complete Section 3B.

The following information is provided to explain some of the key terms that will be helpful when obtaining the required information from your bank.

- A **Routing Code** is the number that identifies your banking institution. For U.S. financial institutions, the ABA# is the widely used Routing Code. For the majority of other countries, the BIC/SWIFT Code is widely used as the Routing Code. CHAPS Sort Code (U.K.) and BSB Code (Australia) are examples of other Routing Codes that are commonly used for a specific country.
- A **SWIFT Code** is an 8- or 11-digit alphanumeric international standard uniquely identifying your financial institution. The SWIFT code is also known as BIC (Bank Identifier Code). If you do not know the BIC/SWIFT for your bank, please contact your bank to obtain it.

Example: The SWIFT Code for the Bank of Ireland is BOFII2D, and all participants utilizing the Bank of Ireland will have the same 8-digit SWIFT Code listed above. If you provide an 11-digit SWIFT Code, the first 8 digits will be the bank code; the next 3 digits will be the branch identifier. Contact your bank to determine whether they require the 8- or 11-digit SWIFT Code.

- An **ABA Number** is a 9-digit numeric standard uniquely identifying a U.S. financial institution used for electronic fund transfer of U.S. dollars (ABA stands for American Bankers Association).
- A **Sort Code** (also known as “Chaps Sort Code”) is a 6-digit number used in the delivery of Great Britain Pounds (GBP). The Sort Code is a unique identification number and is required for payments in GBP.

For wires in Great Britain Pounds (GBP), a sort code is required; no SWIFT code will be accepted. The Sort Code will always be numeric.

- A **BSB Code** must be provided to receive Australian Dollars (AUD). The BSB Code will typically be a 6-digit number.

4 Additional Required Information for Bank Wires to Certain Countries

In addition to completing Section 3, you must complete this section if you are requesting that your cash proceeds be distributed to you by bank wire. If you are requesting that we send proceeds by bank wire in one of the currencies listed in the table in Section 4, you **MUST** also provide the additional information requested in the table. Use this section to provide any other country-specific special bank wire instructions that are necessary for the receiving bank to accept bank wires.

The following information is provided to explain some of the key terms that will be helpful when obtaining the required information from your bank.

- An **IBAN** (International Bank Account Number) is a new international standard uniquely identifying your account number issued by your bank. Each EU member country determines the length of the alphanumeric characters used for IBAN. Currently, the length ranges from 16 to 28 characters depending on the country.

In order to electronically transfer funds to your bank in Euros, your IBAN is required, **in addition to** the BIC/SWIFT Code for your bank. If you do not know your IBAN number, please contact your bank to obtain your IBAN as well as the corresponding BIC/SWIFT Code for your bank.

Example: The following are examples of IBAN. Please note that an IBAN always begins with two letters identifying the EU member country where you have your bank account:

Ireland	IE29 AIBK 9311 5212 3456 78
Netherlands	NL91 ABNA 0417 1643 00

- A **Transit Number** is an 8-digit number required for payments sent to Canada. You must also provide an appropriate BIC/SWIFT Code, in addition to the transit number. Please obtain the transit number and the appropriate SWIFT Code from your financial institution.

5 Check Distribution

If you select check distribution, please complete this section to provide the mailing address to which you want the check to be mailed, and to understand the process in the event of fraud.

6 Signature

Please read the terms and conditions, and sign and date the form to agree that the information you provided is accurate and complete, and acknowledge and accept the terms set forth herein.

Proceeds Distribution Form

Participant Information (required):

Participant Name (last, first, middle)

Home Phone # (including country code)

Participant Number (your Fidelity-issued i-number)

Name of Your Employer

Please indicate whether you are:

Selecting instructions for the first time OR Changing existing instructions

It will take 2–4 business days to add new instructions or update existing instructions. Incomplete or inaccurate information may cause additional delays.

1 Currency Selection

Please provide a 3-digit currency code. Your choice of currency is limited to your local currency or U.S. dollars. **Refer to the currency code chart on the first page to determine your local currency.** If your country's currency is not one noted in Section 1 of the Instructions, or your currency selection is left blank, you will default to U.S. dollars.

CHOICE OF CURRENCY _____

2 Funds Distribution Instructions

Please indicate how you want your funds distributed. **Cash proceeds are NOT sent automatically. You must call Fidelity to request distribution of the cash proceeds.**

Bank Wire—Proceeds will generally be wired to your designated financial institution within 5 to 7 business days from receipt of your request, provided that Fidelity has your complete and accurate Proceeds Distribution Form on file.

OR

Check*—A check will generally be issued within 5 to 7 business days from receipt of your request, provided that Fidelity has your complete and accurate Proceeds Distribution Form on file. It will be sent via regular mail and delivery times may vary depending on your local mail service.

CERTAIN COUNTRIES WILL NOT ALLOW PAYMENT IN THE FORM OF A CHECK IN LOCAL CURRENCIES. IN THIS CASE, YOU WILL BE REQUIRED TO ACCEPT YOUR PAYMENT IN THE FORM OF A CHECK IN U.S. DOLLARS OR VIA BANK WIRE. BANK WIRE ENABLES YOU TO TRANSFER MONEY ELECTRONICALLY FROM FIDELITY TO YOUR BANK ACCOUNT. YOUR BANK MAY IMPOSE AN ADDITIONAL FEE FOR THIS SERVICE. PLEASE NOTE: THE NAME ON THE FINAL RECIPIENT ACCOUNT MUST BE THE SAME AS THE PARTICIPANT NAME AT FIDELITY. TO AVOID POSSIBLE DELAYS, PLEASE CONTACT YOUR LOCAL BANK FOR COMPLETE AND ACCURATE BANK WIRE INSTRUCTIONS. PLEASE REFER TO THE CURRENCY SELECTION TABLE TO DETERMINE IF YOU ARE ELIGIBLE TO RECEIVE A CHECK IN LOCAL CURRENCIES.

*If you elect to receive your proceeds via check, please skip to Section 5, Check Distribution.

3 Required Information for Bank Wires

If you are requesting a bank wire to your local bank account, please complete the information requested in 3A below. If you are requesting a bank wire to your account with a financial institution that is not a bank, please skip 3A and complete the information requested in 3B below. *Additional information may be required for bank wires in certain currencies. Please carefully review Section 4 and provide the appropriate information requested for the currency that you have selected. Incomplete or inaccurate information may result in a bank wire failure. You must also read Section 6 and sign.* Additionally, if your transaction is an international wire subject to Part B of the Electronic Funds Transfer Act (a "Remittance Transfer"), the completion of this form is an indication of interest in this transaction. The transaction cannot be completed until you consent to the prepayment disclosure provided to you by telephone.

It is your responsibility to ensure that the destination account can hold the same currency that is being transmitted. If the beneficiary account cannot accept the currency, you should use the Outgoing International Bank Wire form to perform the appropriate foreign exchange prior to transfer.

3A Information Required if the Financial Institution Receiving Funds is a Bank

Important: To avoid possible delays, please contact your local bank for complete and accurate bank wire instructions. The name on the final recipient account MUST be the same name that your employer has provided.

Bank Routing Code: Please provide **one** of the following Routing Numbers that is appropriate for your receiving bank. Please read the instructions on page 2 for more information. If you are not sure which one applies, please consult with your bank.

- BIC/SWIFT Code (8 or 11 digits): _____ - _____
- CHAPS Sort Code (for GBP payments only): _____
- ABA# (for USD payments only): _____
- BSB Code (for AUD payments only): _____

Receiving Bank Name: _____
Account # at Receiving Bank: _____
Street Address of Receiving Bank: _____

City: _____ State/Foreign Province: _____
Country & ZIP/Postal Code: _____
Phone Number of Receiving Bank: _____ (Include country code.)
Name(s) on Receiving Bank Account (Registrant): _____

If you are requesting that we send U.S. dollars (USD) to a non-U.S. bank, or your receiving bank informs you that an intermediary bank will be involved, in addition to the information provided above about your receiving bank, you must also provide the following information about the intermediary bank that your receiving bank uses to receive funds. Please consult with your receiving bank.

Bank Routing Code (for Intermediary Bank): Please provide **one** of the following Routing Numbers that is appropriate for the intermediary bank:

- BIC/SWIFT Code (8 or 11 digits): _____ - _____
- ABA# (for USD payments only): _____

Intermediary Bank Name: _____
Street Address of Intermediary Bank: _____

City: _____ State/Foreign Province: _____
Country & ZIP/Postal Code: _____
Phone Number of Intermediary Bank: _____

3B Information Required if the Financial Institution Receiving Funds is NOT a Bank
(e.g., brokerage company, credit union, etc.)

*Important: To avoid possible delays, please contact your financial institution for complete and accurate bank wire instructions.
The name on the final recipient account MUST be the same name that your employer has provided.*

Bank Routing Code: Please provide **one** of the following Routing Numbers that is appropriate for your receiving bank. Please read the instructions on page 2 for more information. If you are not sure which one applies, please consult with your financial institution.

BIC/SWIFT Code (8 or 11 digits): _____ - _____

CHAPS Sort Code (for GBP payments only): _____

ABA# (for USD payments only): _____

BSB Code (for AUD payments only): _____

Receiving Bank Name: _____

Financial Institution's Account # at Receiving Bank: _____

Name of Institution on Bank Account: _____

Street Address of Receiving Bank: _____

City: _____ State/Foreign Province: _____

Country & ZIP/Postal Code: _____

Phone Number of Receiving Account Holder (if different): _____

Name(s) on Account at Financial Institution: _____

Your Account # at Financial Institution: _____



4 Additional Required Information for Bank Wires to Certain Countries

In addition to completing Section 3, if you are requesting that we send proceeds in the following currencies, you MUST also provide the additional information requested below:

CURRENCY	CURR. CODE	REQUIRED INFORMATION
Australian Dollar	AUD	BSB Code: _____
Great Britain Pound	GBP	Sort Code: _____
Indian Rupee	INR	IFSC Code: _____
Korean Won	KRW	Beneficiary Korean Phone Number: _____
Brazilian Real	BRL	Branch Location: _____ Agency Code: _____ Reason for Payment: _____ Beneficiary Phone Number: _____ Beneficiary Tax ID: _____
Colombian Peso	COP	Branch Location: _____ Reason for Payment: _____ Beneficiary Phone Number: _____ Beneficiary Tax ID: _____
Russian Ruble	RUB	20-digit account number: _____ Beneficiary 12-digit INN number: _____ Beneficiary KPP Code: _____ VO Code: _____
Euro	EUR	Your IBAN: _____
Canadian Dollar	CAD	Transit Code: _____
Israeli Shekel	ILS	Bank Code: _____ Branch Code: _____
Chilean Peso	CLP	Your RUT#: _____ Account Type: Choose One: <input type="checkbox"/> Cuenta Corriente (current account), OR <input type="checkbox"/> Cuenta de Ahorro (savings), OR <input type="checkbox"/> Cuenta Vista
South African Rand	ZAR	Clearing Code : _____
Mexican Peso	MXN	Your account number (CLABE): _____
Peruvian New Sol	PEN	Your Codigo de Cuental Interbancarlo (CCI) Account Number: _____
Hungarian Forint	HUF	Account #: _____
Kenyan Shilling	KES	KBA Bank Code: _____
Polish Zloty	PLN	Your NRB Account #: _____

4 Additional Required Information for Bank Wires to Certain Countries *(continued)*

Other Country-Specific Special Bank Wire Instructions:

Please provide any additional instructions, not found on this form, that your bank requires to receive a bank wire.

5 Check Distribution

If you are requesting a check to be sent to you, please complete this section. **You must also read Section 6 and sign.**

YOUR CHECK WILL BE MAILED TO THE ADDRESS THAT YOU PROVIDE BELOW. IT MAY NOT BE POSSIBLE TO ISSUE A CHECK TO PARTICIPANTS IN CERTAIN COUNTRIES. IN THIS CASE, YOU WILL BE REQUIRED TO REQUEST YOUR PAYMENT VIA BANK WIRE. PLEASE REFER TO THE CURRENCY SELECTION TABLE TO DETERMINE IF YOU ARE ELIGIBLE TO RECEIVE A CHECK IN LOCAL CURRENCIES.

Mailing Address for Check Mailing:

Street Address: _____ City: _____

State/Province/Canton: _____ Country: _____ Postal/ZIP Code: _____

In connection with requesting that a check be sent to me, I understand and agree:

1. I authorize the Trustee of the SPS Participant Trust to make distributions to me pursuant to the instructions set forth in this Proceeds Distribution Form.
2. Fidelity will issue me a check within 5 to 7 days of the time I submit a properly-completed request for proceeds, and will mail the check to me at my address on record.
3. I must report to Fidelity if I have not received my check within 40 days of my request.
4. If the original check has not been cashed within 180 days, then Fidelity will stop payment on that check and return those funds in U.S. dollars to my Stock Plan Account. The amount returned to my Stock Plan Account may change from the initial amount based on the current currency exchange rate. I may request re-issuance of a check at any time thereafter.
5. In the event that I report that I have not received a check but Fidelity's records show that the original check has been cashed, then
 - a. Fidelity will provide me with a Fraud Affidavit in order for me to formally report my claim;
 - b. I will complete the Fraud Affidavit provided by Fidelity and mail the original completed form to Fidelity as instructed on the Fraud Affidavit;
 - c. Upon Fidelity's receipt of the original completed Fraud Affidavit, Fidelity will begin to investigate the theft and/or fraud claim. I understand that the investigation may take 6 months or more to resolve;
 - d. I understand that Fidelity will investigate this claim on a best-efforts basis and that the funds may not be recovered; and
 - e. I understand that no replacement proceeds will be issued to me until such time as the claim is resolved by Fidelity.

I AGREE:

(Please initial above)

Date



6 Signature

We cannot accept your Proceeds Distribution Form without your signature.

By signing below, you agree that the information you provided is accurate and complete and, further, that you acknowledge and agree to the terms set forth herein. You authorize and request the specified bank to accept such entries from Fidelity upon either the submission of this form or, if the transaction is a Remittance Transfer, after you have consented to the prepayment disclosure, which has been provided to you by telephone. You also agree to indemnify and hold us harmless from any and all losses, costs, claims, or financial obligations that may arise from any act or omission of you with respect to your account and from any and all losses, costs, claims, or financial obligations that may arise from acting on the instructions provided herein.

I AGREE:	_____	_____
	<i>(Please sign above)</i>	Date
	_____	_____
	<i>(Please print above)</i>	Date

