

PDF Naming Conventions

The following SWIFT Naming Conventions are the file names for each form type a CTP may submit through SWIFT. Each CTP will follow the routine process of converting the forms for submission to Portable Document Format (**PDF**). Each CTP will use their unique CTP ID in combination with the specific form name in the final **PDF file name with an underscore between the CTP ID and the form name (e.g., CTPID_100)**. An example of a properly formatted PDF submission of the form 100 is 999_100.pdf, where 999 is the CTP ID. Each form should have one pdf for all its test samples. All forms submitted through SWIFT **must be zipped with the zip file name of CTPIDYYYYMMDDversion#.zip (e.g., 9992019090901.zip)**. **NOTE: The day a package is submitted is the date that will be used. If you submit multiple packages the same day, make sure you change the version number.**

Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
1.	Cover letter	999_coverletter.pdf
2.	100	999_100.pdf
3.	100-ES	999_100es.pdf
4.	100S	999_100s.pdf
5.	100W	999_100w.pdf
6.	100-WE	999_100we.pdf
7.	100X	999_100x.pdf
8.	109	999_109.pdf
9.	199	999_199.pdf
10.	540	999_540.pdf
11.	540_2D	999_540_2d.pdf
12.	540-ES	999_540es.pdf
13.	540 2EZ	999_5402ez.pdf
14.	540 2EZ_2D	999_5402ez_2d.pdf
15.	540NR	999_540nr.pdf
16.	540NR Short	999_540nrshort.pdf
17.	541	999_541.pdf
18.	541-A	999_541a.pdf
19.	541-B	999_541b.pdf
20.	541-QFT	999_541qft.pdf
21.	541-T	999_541t.pdf
22.	541-ES	999_541es.pdf
23.	565	999_565.pdf
24.	565EO	999_565eo.pdf
25.	568	999_568.pdf
26.	568EO	999_568eo.pdf
27.	570	999_570.pdf
28.	587	999_587.pdf
29.	588	999_588.pdf
30.	589	999_589.pdf
31.	590	999_590.pdf
32.	590-P	999_590p.pdf
33.	592	999_592.pdf

Revised 12.03.2019

Yellow highlights represents new entries, Red indicates obsolete forms, blue indicates file change

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
34.	592-A	999_592a.pdf
35.	592-B	999_592b.pdf
36.	592-F	999_592f.pdf
37.	592PTE	999_592pte.pdf
38.	592Q	999_592q.pdf
39.	592-V	999_592v.pdf
40.	593	999_593.pdf
41.	593C	999_593c.pdf
42.	593-E	999_593e.pdf
43.	593-I	999_593i.pdf
44.	593-V	999_593v.pdf
45.	1067A	999_1067a.pdf
46.	1067B	999_1067b.pdf
47.	1115	999_1115.pdf
48.	1117	999_1117.pdf
49.	2416	999_2416.pdf
50.	2424	999_2424.pdf
51.	3500	999_3500.pdf
52.	3500A	999_3500a.pdf
53.	3502	999_3502.pdf
54.	3503	999_3503.pdf
55.	3504	999_3504.pdf
56.	3506	999_3506.pdf
57.	3507	999_3507.pdf
58.	3509	999_3509.pdf
59.	3510	999_3510.pdf
60.	3514	999_3514.pdf
61.	3514-2D	999_3514-2d.pdf
62.	3519	999_3519.pdf
63.	3520-BE	999_3520be.pdf
64.	3520-PIT	999_3520pit.pdf
65.	3520-RVK	999_3520rvk.pdf
66.	3521	999_3521.pdf
67.	3522	999_3522.pdf

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
68.	3523	999_3523.pdf
69.	3525	999_3525.pdf
70.	3526	999_3526.pdf
71.	3531	999_3531.pdf
72.	3532	999_3532.pdf
73.	3533	999_3533.pdf
74.	3533-B	999_3533b.pdf
75.	3534	999_3534.pdf
76.	3535	999_3535.pdf
77.	3536	999_3536.pdf
78.	3537	999_3537.pdf
79.	3538	999_3538.pdf
80.	3539	999_3539.pdf
81.	3540	999_3540.pdf
82.	3541	999_3541.pdf
83.	3544	999_3544.pdf
84.	3544-A	999_3544a.pdf
85.	3546	999_3546.pdf
86.	3547	999_3547.pdf
87.	3548	999_3548.pdf
88.	3551	999_3551.pdf
89.	3554	999_3554.pdf
90.	3563	999_3563.pdf
91.	3574	999_3574.pdf
92.	3576	999_3576.pdf
93.	3577	999_3577.pdf
94.	3578	999_3578.pdf
95.	3579	999_3579.pdf
96.	3580	999_3580.pdf
97.	3581	999_3581.pdf
98.	3582	999_3582.pdf
99.	3582X	999_3582x.pdf
100.	3586	999_3586.pdf
101.	3587	999_3587.pdf
102.	3588	999_3588.pdf

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
103.	3592	999_3592.pdf
104.	3593	999_3593.pdf
105.	3596	999_3596.pdf
106.	3725	999_3725.pdf
107.	3726	999_3726.pdf
108.	3800	999_3800.pdf
109.	3801	999_3801.pdf
110.	3801-CR	999_3801cr.pdf
111.	3802	999_3802.pdf
112.	3803	999_3803.pdf
113.	3805E	999_3805e.pdf
114.	3805P	999_3805p.pdf
115.	3805Q	999_3805q.pdf
116.	3805V	999_3805v.pdf
117.	3805Z	999_3805z.pdf
118.	3806	999_3806.pdf
119.	3807	999_3807.pdf
120.	3808	999_3808.pdf
121.	3809	999_3809.pdf
122.	3814	999_3814.pdf
123.	3832	999_3832.pdf
124.	3834	999_3834.pdf
125.	3840	999_3840.pdf
126.	3843	999_3843.pdf
127.	3864	999_3864.pdf
128.	3885	999_3885.pdf
129.	3885A	999_3885a.pdf
130.	3885F	999_3885f.pdf
131.	3885L	999_3885l.pdf
132.	3885P	999_3885p.pdf
133.	5805	999_5805.pdf
134.	5805-2D	999_5805-2d.pdf
135.	5805F	999_5805f.pdf
136.	5806	999_5806.pdf

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
137.	5870A	999_5870a.pdf
138.	8453	999_8453.pdf
139.	8453-BE PMT	999_8453bepmt.pdf
140.	8453-C	999_8453c.pdf
141.	8453PMT	999_8453pmt.pdf
142.	8453-EO	999_8453eo.pdf
143.	8453-LLC	999_8453llc.pdf
144.	8453-FID	999_8453fid.pdf
145.	8453-FID PMT	999_8453fidpmt.pdf
146.	8453-OL	999_8453ol.pdf
147.	8453-P	999_8453p.pdf
148.	8454	999_8454.pdf
149.	8455	999_8455.pdf
150.	8455-FID	999_8455fid.pdf
151.	8879	999_8879.pdf
152.	8879-FID	999_8879fid.pdf
153.	8879PMT	999_8879pmt.pdf
154.	Sch B (100S)	999_100sb.pdf
155.	Sch C (100S)	999_100sc.pdf
156.	Sch CA (540)	999_540ca.pdf
157.	Sch CA (540) -2D	999_540ca-2d.pdf
158.	Sch CA (540NR)	999_540nrca.pdf
159.	Sch D (100S)	999_100sd.pdf
160.	Sch D (540)	999_540d.pdf
161.	Sch D (540)-2D	999_540d-2d.pdf
162.	Sch D (540NR)	999_540nrd.pdf
163.	Sch D (541)	999_541d.pdf
164.	Sch D (565)	999_565d.pdf
165.	Sch D (568)	999_568d.pdf
166.	Sch D-1	999_540d1.pdf
167.	Sch G-1	999_540g1.pdf
168.	Sch H (100)	999_100h.pdf
169.	Sch H (100S)	999_100sh.pdf
170.	Sch H (100W)	999_100wh.pdf
171.	Sch J (541)	999_541j.pdf

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
172.	Sch K-1 (100S)	999_100sk1.pdf
173.	Sch K-1 (541)	999_541k1.pdf
174.	Sch K-1 (565)	999_565k1.pdf
175.	Sch K-1 (568)	999_568k1.pdf
176.	Sch P (100)	999_100p.pdf
177.	Sch P (100W)	999_100wp.pdf
178.	Sch P (540)	999_540p.pdf
179.	Sch P (540)-2D	999_540p-2d.pdf
180.	Sch P (540NR)	999_540nrp.pdf
181.	Sch P (541)	999_541p.pdf
182.	Sch QS	999_100sq.s.pdf
183.	Sch R	999_100r.pdf
184.	Sch S	999_540s.pdf
185.	Sch W-2	999_540w2.pdf
186.	Sch W-2_2D	999_540w2_2d.pdf
187.	Sch X	999_schx.pdf
188.	Sch X-2D	999_schx-2d.pdf
189.	RDP Worksheet	999_rdpwork.pdf

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