

## 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 a hyphen 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., 9992023090901.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-ES	999-540es.pdf
12.	540 2EZ	999-5402ez.pdf
13.	540NR	999-540nr.pdf
14.	541	999-541.pdf
15.	541-A	999-541a.pdf
16.	541-B	999-541b.pdf
17.	541-QFT	999-541qft.pdf
18.	541-T	999-541t.pdf
19.	541-ES	999-541es.pdf
20.	565	999-565.pdf
21.	565EO	999-565eo.pdf
22.	568	999-568.pdf
23.	568EO	999-568eo.pdf
24.	570	999-570.pdf
25.	587	999-587.pdf
26.	588	999-588.pdf
27.	589	999-589.pdf
28.	590	999-590.pdf
29.	590-P	999-590p.pdf
30.	592	999-592.pdf
31.	592-A	999-592a.pdf
32.	592-B	999-592b.pdf
33.	592-F	999-592f.pdf
34.	592PTE	999-592pte.pdf
35.	592Q	999-592q.pdf

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

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
36.	592-V	999-592v.pdf
37.	593	999-593.pdf
38.	593C	999-593c.pdf
39.	593-E	999-593e.pdf
40.	593-I	999-593i.pdf
41.	593-V	999-593v.pdf
42.	1067A	999-1067a.pdf
43.	1067B	999-1067b.pdf
44.	1115	999-1115.pdf
45.	1117	999-1117.pdf
46.	2416	999-2416.pdf
47.	2424	999-2424.pdf
48.	3461	999-3461.pdf
49.	3500	999-3500.pdf
50.	3500A	999-3500a.pdf
51.	3502	999-3502.pdf
52.	3503	999-3503.pdf
53.	3504	999-3504.pdf
54.	3506	999-3506.pdf
55.	3507	999-3507.pdf
56.	3509	999-3509.pdf
57.	3510	999-3510.pdf
58.	3514	999-3514.pdf
59.	3519	999-3519.pdf
60.	3520-BE	999-3520be.pdf
61.	3520-PIT	999-3520pit.pdf
62.	3520-RVK	999-3520rvk.pdf
63.	3521	999-3521.pdf
64.	3522	999-3522.pdf
65.	3523	999-3523.pdf
66.	3525	999-3525.pdf
67.	3526	999-3526.pdf
68.	3531	999-3531.pdf
69.	3532	999-3532.pdf
70.	3533	999-3533.pdf

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	Form Number	Example PDF (999 is not a valid CTP ID)
71.	3533-B	999-3533b.pdf
72.	3534	999-3534.pdf
73.	3535	999-3535.pdf
74.	3536	999-3536.pdf
75.	3537	999-3537.pdf
76.	3538	999-3538.pdf
77.	3539	999-3539.pdf
78.	3540	999-3540.pdf
79.	3541	999-3541.pdf
80.	3544	999-3544.pdf
81.	3546	999-3546.pdf
82.	3547	999-3547.pdf
83.	3548	999-3548.pdf
84.	3551	999-3551.pdf
85.	3554	999-3554.pdf
86.	3563	999-3563.pdf
88.	3568	999-3568.pdf
87.	3574	999-3574.pdf
88.	3576	999-3576.pdf
89.	3577	999-3577.pdf
90.	3578	999-3578.pdf
91.	3579	999-3579.pdf
92.	3580	999-3580.pdf
93.	3581	999-3581.pdf
94.	3582	999-3582.pdf
95.	3582X	999-3582x.pdf
96.	3586	999-3586.pdf
97.	3587	999-3587.pdf
98.	3588	999-3588.pdf
99.	3592	999-3592.pdf
100.	3596	999-3596.pdf
101.	3725	999-3725.pdf
102.	3726	999-3726.pdf
103.	3800	999-3800.pdf

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
104.	3801	999-3801.pdf
105.	3801-CR	999-3801cr.pdf
106.	3802	999-3802.pdf
107.	3803	999-3803.pdf
108.	3804	999-3804.pdf
109.	3804-CR	999-3804cr.pdf
110.	3805E	999-3805e.pdf
111.	3805P	999-3805p.pdf
112.	3805Q	999-3805q.pdf
113.	3805V	999-3805v.pdf
114.	3805Z	999-3805z.pdf
115.	3806	999-3806.pdf
116.	3807	999-3807.pdf
117.	3808	999-3808.pdf
118.	3809	999-3809.pdf
119.	3814	999-3814.pdf
120.	3820	999-3820.pdf
121.	3821	999-3821.pdf
122.	3831	999-3831.pdf
123.	3832	999-3832.pdf
124.	3834	999-3834.pdf
125.	3835	999-3835.pdf
126.	3840	999-3840.pdf
127.	3843	999-3843.pdf
128.	3853	999-3853.pdf
129.	3864	999-3864.pdf
130.	3885	999-3885.pdf
131.	3885A	999-3885a.pdf
132.	3885F	999-3885f.pdf
133.	3885L	999-3885l.pdf
134.	3885P	999-3885p.pdf
135.	3893	999-3893.pdf
136.	3895	999-3895.pdf

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137.	3913	999-3913.pdf
138.	4197	999-4197.pdf
139.	5805	999-5805.pdf
140.	5805F	999-5805f.pdf
141.	5806	999-5806.pdf
142.	5870A	999-5870a.pdf
143.	8453	999-8453.pdf
144.	8453-BE PMT	999-8453bepmt.pdf
145.	8453-C	999-8453c.pdf
146.	8453PMT	999-8453pmt.pdf
147.	8453-EO	999-8453eo.pdf
148.	8453-LLC	999-8453llc.pdf
149.	8453-FID	999-8453fid.pdf
150.	8453-FID PMT	999-8453fidpmt.pdf
151.	8453-OL	999-8453ol.pdf
152.	8453-P	999-8453p.pdf
153.	8454	999-8454.pdf
154.	8455	999-8455.pdf
155.	8455-FID	999-8455fid.pdf
156.	8879	999-8879.pdf
157.	8879-FID	999-8879fid.pdf
158.	8879PMT	999-8879pmt.pdf
159.	SCHEDULE B (100S)	999-100sb.pdf
160.	SCHEDULE C (100S)	999-100sc.pdf
161.	SCHEDULE CA (540)	999-540ca.pdf
162.	SCHEDULE CA (540NR)	999-540nrca.pdf
163.	SCHEDULE D (100S)	999-100sd.pdf
164.	SCHEDULE D (540)	999-540d.pdf
165.	SCHEDULE D (540)-2D	999-540d-2d.pdf
166.	SCHEDULE D (540NR)	999-540nrd.pdf
167.	SCHEDULE D (541)	999-541d.pdf
168.	SCHEDULE D (565)	999-565d.pdf
169.	SCHEDULE D (568)	999-568d.pdf
170.	SCHEDULE D-1	999-540d1.pdf
171.	SCHEDULE G-1	999-540g1.pdf
172.	SCHEDULE H (100)	999-100h.pdf

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Row Number	Form Number	Example PDF (999 is not a valid CTP ID)
173.	SCHEDULE H (100S)	999-100sh.pdf
174.	SCHEDULE H (100W)	999-100wh.pdf
175.	SCHEDULE J (541)	999-541j.pdf
176.	SCHEDULE K-1 (100S)	999-100sk1.pdf
177.	SCHEDULE K-1 (541)	999-541k1.pdf
178.	SCHEDULE K-1 (565)	999-565k1.pdf
179.	SCHEDULE K-1 (568)	999-568k1.pdf
180.	SCHEDULE P (100)	999-100p.pdf
181.	SCHEDULE P (100W)	999-100wp.pdf
182.	SCHEDULE P (540)	999-540p.pdf
183.	SCHEDULE P (540)-2D	999-540p-2d.pdf
184.	SCHEDULE P (540NR)	999-540nrp.pdf
185.	SCHEDULE P (541)	999-541p.pdf
186.	SCHEDULE QS	999-100sqs.pdf
187.	SCHEDULE R	999-100r.pdf
188.	SCHEDULE S	999-540s.pdf
189.	SCHEDULE W-2	999-540w2.pdf
190.	SCHEDULE X	999-schx.pdf
191.	RDP Worksheet	999-rdpwork.pdf

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