

## Outgoing Payment Options for Foreign Entities

When processing a payment to a foreign entity (vendor or individual), please request from the foreign entity the best payment method for them to receive payment. The UO Accounts Payable payment options are as follows:

### Check Payments:

1. Be sure to verify that the foreign entity can receive AND cash a paper check issued by the University of Oregon and mailed to their permanent address. If the foreign entity needs the paper check mailed to an alternate mailing address, please make sure the mailing address is set up in Banner prior to issuing payment.
2. Request a vendor set up (if a new vendor) and/or confirm mailing or remit to address activation request as you normally would for processing a Banner payment. *Note: W-8's often provide both a permanent and a mailing address for foreign entities. (The permanent address is set as the default in Banner for tax reporting purposes).*
3. Always choose **the current active mailing** address when entering a Banner payment to be issued as a paper check payment. **(Warning!!!! Concur will issue Travel Reimbursements to the default address In Banner).**
4. Paper checks are produced and mailed on Tuesday and Fridays each week.

### ACH or Direct Deposit (US Bank) Payments:

Resident Aliens and all other foreign entities with US mailing addresses and established US Bank accounts while living in the US can sign up to receive payment by ACH (Direct Deposit).

1. Request vendor set up (if a new vendor) and/or confirm address activations as you normally would for processing a Banner payment. *Note: W-8's often provide both a permanent and a mailing address for foreign entities. (The permanent address is set as the default in Banner for tax reporting purposes).*
2. Request the Accounts Payable [ACH Credit Authorization](#) form to be completed by the foreign entity. *The ACH Credit Authorization form must be **faxed** back to the dept. or sent by mail to the dept.*
3. The Dept. must then either **fax** the ACH Credit Authorization form to Accounts Payable or forward it to Accounts Payable through campus mail. *For confidentiality and security reasons Accounts Payable **CANNOT Accept an emailed** ACH Credit Authorization form.*
4. Allow 7-10 days for BOTH the vendor set up and/or address activation, and ACH activation, to take effect and become active. *Note: If you enter a payment prior to the ACH activation being complete (active), your payment may end up producing a check payment depending on when you have set the pay date. Once an entity has been set up for ACH, the bank account will remain active from then on unless the entity provides a new ACH Credit Authorization form or notifies Accounts Payable the bank account is no longer active.*
5. Dept. should verify the vendor ACH activation is set up by entering a Banner document. On the Invoice/Credit Memo Header section look at the **Direct Deposit Status** field. In this field you will see Yes or No. If it is marked YES, then you may proceed with processing your payment as an ACH (Direct deposit). If it is marked NO, exit and try entering payment again later on when the indicator is YES.

|                       |                                 |
|-----------------------|---------------------------------|
| Vendor Invoice *      | <input type="text"/>            |
| Direct Deposit Status | <input type="text" value="No"/> |
|                       | <input type="checkbox"/> IAT    |
| ACH Transaction       | <input type="text"/> ...        |

6. On the day an ACH payment is issued, the entity will receive an email notifying them of the pending ACH or Direct Deposit. The email will have the same information as that normally on a paper check stub. *Due to NACHA (Electronic payment regulations); however, the money will not be deposited into their bank account until the next bank day.* ACH or Direct Deposits are processed on Tuesday, Thursday and Fridays.
7. The check number assigned in Banner will start with a ! (for ACH) and will be viewable in Banner vendor history form as well as any form that displays check information.

### IAT (International ACH Transaction) Payments:

Only **Canadian, European, Mexican or Panama** entities or individuals may receive payment by IAT (International ACH Transfer) to a foreign bank. **Should not be used for a onetime payment.**

1. Request vendor set up (if a new vendor) and/or confirm address activations as you normally would for processing a Banner payment. *Note: W-8's often provide both a permanent and a mailing address for foreign entities. (The permanent address is set as the default in Banner for tax reporting purposes).*
2. The vendor **ACH Credit Authorization** form will need to be completed by the new or already established foreign entity. *The ACH Credit Authorization form **with the IAT information must be faxed back to the dept. or sent by mail to the dept.** It should contain:*

**Canada:** Bank routing number, account number and bank address.

**Europe:** BIC (Bank Identifier Code) or SWIFT Code, IBAN (International Bank Account Number), and bank address.

**Mexico:** ABM Code (Bank Code), CLABE (Standardized bank code), and banking address.

**Panama:** Bank routing number, account number and bank address.

3. The Dept. must either **fax** the ACH Credit Authorization form to Accounts Payable or forward it to Accounts Payable through campus mail. *For confidentiality and security reasons Accounts Payable **CANNOT Accept an emailed ACH Credit Authorization form.***
4. Allow 7-10 days for BOTH the vendor set up and IAT activation to take effect and become active. *Note: If you enter a payment prior to the IAT activation being complete (active), your payment may end up producing a check depending on when you have set the pay date. Once an entity has been set up for IAT, the bank account will remain active from then on unless the entity provides a new ACH Credit Authorization form or notifies Accounts Payable the IAT bank account is no longer active.*
5. Dept. should verify the vendor IAT activation is set up by entering a Banner document. On the Invoice/Credit Memo Header look at the IAT field. In this field you will see a check mark. If it is marked, then you may proceed with processing your payment as an IAT (Direct Deposit). If it is blank, exit and try entering payment again later on when this box is showing IAT as active.

|                       |   |
|-----------------------|---|
| Vendor Invoice *      | <input type="text"/>                    |
| Direct Deposit Status | <input type="text" value="No"/>         |
|                       | <input checked="" type="checkbox"/> IAT |
| ACH Transaction       | <input type="text"/> ...                |

- Once a payment goes IAT on the pay date set in Banner, the entity will receive an emailed IAT notice of Direct Deposit. The email will have the same information that is on a paper check stub. *Because banking regulations at foreign banks vary; the money may not show in their bank account for several days.* Because they are foreign banks the IAT or Direct Deposits are processed on Tuesday, Thursday and Fridays.
- The check number assigned in Banner will start with a ! (for ACH) and will be viewable in vendor history as well as all other forms that display check information.

## Foreign Wire Transfer

- Request the vendor set up (if a new vendor) and/or confirm address activations as you normally would for processing a Banner payment. *Note: W-8's often provide both a permanent and a mailing address for foreign entities. (The permanent address is set as the default in Banner for tax reporting purposes).*
- Request the foreign entity to **provide you in writing** the following banking/wire transfer information **by fax** or by mailing it to you (*For security reasons they may not email it to you*). Do not send the UO Request for Wire Transfer form to the foreign entity. (This is a UO internal form for depts. to use).
  - Beneficiary: This is the name of the person or entity that will receive the funds
  - Beneficiary Account #, IBAN # or CLAVE#. This is the bank account number and their IBAN# (international bank account number). This number has to be included for all European wires
  - Beneficiary street address
  - Beneficiary city/state/country
  - Beneficiary bank name
  - Bank ABA routing # for domestic wires or SWIFT/BIC# for foreign wires
  - Bank street address
  - Bank city/state/country
- The Dept. must follow all of the [Outgoing Wire Transfer](#) instructions and complete [UO Request for Wire Transfer](#) form and **FAX or Campus mail** the following information to Accounts Payable:
  - The completed UO Request for Wire Transfer (outgoing)
  - Invoice and/or other payment documentation
  - Bank Information that was supplied by the foreign entity (if not on the invoice). See Above.
  - Copy of contract or PO if payment is over \$5000
  - Banner Document Number that the dept. entered into Banner (and left incomplete and on HOLD in FAAINVE under Document Indicators) See item 1. Under [Check Pickups, Special Handling or Holds](#) for further instructions on how to place a Banner document on Hold.

*For confidentiality and security reasons Accounts Payable **CANNOT Accept an emailed UO Request for Wire Transfer form.***

4. Any Outgoing Wire Transfer to a foreign entity received AFTER 10:00 am will not be processed until the next business day.
5. Any Outgoing Wire Transfer to a foreign entity received AFTER 10:00 am on the 27<sup>th</sup> of the month will not be sent until the first business day of the next month (this is to allow time for BAO processes to be completed by month end).
6. If a Travel reimbursement is being issued to a foreign traveler through Concur and the traveler needs to be paid by an outgoing foreign WIRE TRANSFER, **please contact the Travel Dept. for further instructions and assistance.** They can place a HOLD on your C document in order to allow Accounts Payable time to process the wire transfer and load the final Wire number under your Banner C document.
7. It may take 7-10 days from the day the outgoing wire transfer was sent by Accounts Payable and the date payment is linked to the Banner I or C document by Accounts Payable. The check number assigned in Banner will start with a W (for wire) and will be viewable in vendor history as well as all other forms that display check information.

### **Foreign Payment unable to be issued as a check, ACH, IAT or wire transfer**

*On rare occasions you may have a foreign entity who is performing services at the UO and will not be able to receive payment by any of the previous payment options. You will need to process a check payment to be picked up by your dept. while the foreign entity is in town. You will need to pick the check up from Accounts Payable and go with the foreign entity to US Bank so they can cash it while the entity is in town. **Note: Plan in advance to allow time for payment processing and tax withholding (if required).***

*Under these uncommon situations you may need to do the following:*

1. Enter the payment into Banner as you normally would.
2. Change payment due date to produce a check **while the foreign entity is in Eugene.**
3. Place a hold on the Banner document for special handling. See instructions for [Check Pickups, Special Handling or Holds](#).
4. Accompany the foreign visitor to US Bank so that US bank may be able to cash their check while in town.

### **[Key Terms associated with US Bank International Wire Transfers](#)**

#### **Account numbering identifiers/codes**

**SWIFT/BIC:** A code affiliated with the Society for Worldwide Interbank Financial Telecommunications (SWIFT) identifying international financial institutions. Usually consisting of 8 or 11 alpha numeric characters with the 5th and 6th characters identifying the country. The BIC is an 8 or 11-character code also known as the SWIFT address. The BIC could be entered as: BARCGB22 or DEUTDE3B400.

**IBAN:** International Bank Account Number (IBAN) identifies the routing instructions for the receiving country. Consists of up to 30 alpha-numeric characters, which typically designate the bank and customer account numbers. Do not include dashes or spaces. The IBAN for the United Kingdom is 22 alpha-numeric characters and would be entered as: GB29NWBK60161331926819.

**CLABE:** Clave Bancaria Estandarizada (CLABE) is the standard for bank account numbering in Mexico. Required when sending wire transfers to Mexico. Consists of an 18-digit account code/number. Do not include dashes or spaces. The CLABE for a wire to Mexico is 18 characters and would be formatted as: 072375006539998115.

**BSB:** Bank State Branch (BSB) is used as an identifier consisting of a six-digit numerical code that identifies an individual branch of an Australian financial institution. A SWIFT identifier is used in addition to the BSB identifier and a bank account number. Do not include dashes.

For all other countries outside of Canada, Europe, Mexico, and Panama the [Western Union/WU Payment Formatting Guidelines](#) *may be a useful reference* for obtaining correct banking information for requesting an international wire transfer. The UO does not use Western Union. **The UO uses US Bank for all Wire Transfers.**