

Non UK payments

Process for making payments to Non-UK payees:

- ❖ When adding a new payee for international payment please make sure the “Non UK” payment method is selected from the drop down menu in the payment details tab.
- ❖ All Non-UK payments must be entered on UPS in sterling (GBP). If you need a specific value paid e.g. €3000.00, please contact Payroll **before processing the payment on UPS.**
- ❖ Once you have logged a claim on UPS your worker needs to complete an international payment request. A UPS IPO form is available from <https://www.hr.admin.cam.ac.uk/forms>. Ensure you have completed the department section to include full costing details (e.g. U.AB.ABCD.DEFG.IJKL.0000 or ABCD/123.01.RG12345.ABAE). Attach a copy of the bank details supplied by the beneficiary’s bank and email to payroll.enquiries@admin.cam.ac.uk.
Please note handwritten details are not acceptable.
- ❖ All payments will be processed in the currency of the receiving country, unless specified otherwise. Payments in a currency different to that of the receiving country are also possible. Currency conversion is completed at the time of arranging a transfer, which may be different to the payment date.
- ❖ Please allow up to two weeks for international transfers to complete processing. Copies of payment confirmations for international payments are available from Payroll on request
- ❖ Below is an example of details required for an international payment

Name on Bank Account	Dr A N OTHER
Name of Bank	BANCO DE MARCO
Address of Bank	DE MARCO ST PAUL
Account Number	12345678910
RIB Code	BACDXXW
Swift Code	BBVAESMM
IBAN Code	ES12 4567 1234 3456 01 02 1000
BIC Code	ESXWPLCC

University Payment System

Details required for an International Payment

Beneficiary Account Name:

Beneficiary IBAN (International Bank Account Number) **or** Account Number:

(See note (1) below)

Beneficiary Bank Name:

Beneficiary Bank SWIFT (or BIC) code **Or** Beneficiary Bank Address:

(See note (2) below)

Beneficiary Bank Local Code Number (if supplied)

(See note (3) below)

Any additional Routing Instructions Supplied by the beneficiary:

Note (1) IBAN's are essential for payments to Eurozone Countries and to EU Accession States. IBANs are a combination of numbers and letters and vary in length from 14 to 27 characters. Most non-European Countries do not use IBAN numbers.

Note (2) All Banks have SWIFT (or BIC) codes with the exception of small provincial (mainly US) offices. Codes have either 8 or 11 characters. If a SWIFT code is not provided the address of the beneficiary bank and a local branch code are essential. For payments to the USA a New York SWIFT code and the beneficiary bank (Routing Number) or the Routing Number and the bank address are required.

Note (3) A variety of codes are used around the world. It is advisable to include any provided in payment instructions.