**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](https://www.hr.admin.cam.ac.uk/forms). Ensure you have completed the department section to include full costing details (e.g. U.AB.CD.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

<table>
<thead>
<tr>
<th>Name on Bank Account</th>
<th>Dr A N OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bank</td>
<td>BANCO DE MARCO</td>
</tr>
<tr>
<td>Address of Bank</td>
<td>DE MARCO ST PAUL</td>
</tr>
<tr>
<td>Account Number</td>
<td>12345678910</td>
</tr>
<tr>
<td>RIB Code</td>
<td>BACDXXW</td>
</tr>
<tr>
<td>Swift Code</td>
<td>BBVAESMM</td>
</tr>
<tr>
<td>IBAN Code</td>
<td>ES12 4567 1234 3456 01 02 1000</td>
</tr>
<tr>
<td>BIC Code</td>
<td>ESXWPLCC</td>
</tr>
</tbody>
</table>
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) IBANs 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.