



SinglePoint International ACH Payments

This guide is provided to assist you in preparing International ACH payments in SinglePoint.

Using SinglePoint ACH to send international ACH payments

The SinglePoint ACH service allows you to create templates and initiate payments to Canada, Mexico and 22 European countries. The International ACH service via SinglePoint is connected to U.S. Bank’s Foreign Exchange system. This real-time connection allows you to make payments in specific amounts of foreign currency or U.S. dollars. Using real-time exchange-rate information supplied by the FX system, SinglePoint immediately provides information on the U.S. dollar equivalents of your foreign currency payment amounts.

Tips for preparing international ACH templates

Two important aspects for preparing international ACH templates include:

1- IAT SEC Code

International ACH templates require the IAT SEC code. SEC or Standard Entry Class codes identify the type of transactions within a template and ensure payments are routed through the ACH network correctly.

2- Taxpayer ID Number (TIN)

This field will appear in place of the Discretionary Data field. The nine-digit TIN is required and should be entered with no spaces, dashes or special characters.

Template Detail page - required fields completed for international ACH payments

Create New Template [Help with this page](#)

Enter the requested information in the fields below, beginning with a unique template name. Then click Save and Close or click Save and Create Transactions if you wish to add transactions to this template.

* = required field

Template Name * View Names <input type="text" value="Intl Payroll"/>	ACH Company ID / Settlement Account * <input type="text" value="99999999 / 123456789012"/>
Company Name <input type="text" value="Sample Co. Name 5"/>	Company Entry Description <input type="text" value="1233"/>
SEC Code * ? 1 <input type="text" value="IAT"/>	Default Transaction Type * <input type="text" value="Credit"/>
<input type="checkbox"/> Mandatory Approval <input type="checkbox"/> Reset to Zero <input type="checkbox"/> Hold Zero Dollar Transactions	<input type="checkbox"/> Lock Template <input type="checkbox"/> U.S. Bank Accts Only <input type="checkbox"/> Single Use Template <input type="checkbox"/> Confidential
Date Template Created 11/07/200X	Date Last Batch Initiated N/A
Number of Batches Initiated 0	

Share Template

Share With <input type="text" value="Select All"/>	<input type="button" value="Remove User"/>	Don't Share With <input type="text" value="Select All"/>
	<input type="button" value="Include User"/>	

Tips for adding transactions for international ACH payments

Once the template is created, individual payment transactions are added. For international ACH transactions, the following additional fields will appear:

1- Payment Currency: You may choose among the following currencies: U.S. dollars (USD), Canadian dollars (CAD), Mexican Pesos (MXN), European euros (EUR) and United Kingdom pounds sterling (GBP). The Payment Currency and Amount fields work together. If you select CAD for payment currency and enter 1,000.00 for amount, this will initiate a payment to this receiver for 1,000 Canadian dollars.

2- Bank Country: Once you've selected the payment currency, the bank country drop-down list will display the respective country for that currency. If you select CAD for payment currency, the Bank Country drop-down list will list only Canada as the receiver country. Since Canada is a dual currency country, if you select USD as the payment currency, both the United States and Canada display as options within the Bank Country drop-down list.

3- Receiver Country: Select the country in which the receiver resides from the drop-down list.

4- Account Type: Checking & Savings are the only valid account types for international payments to Canada.

Checking is the only account type option available for payments to Mexico and all 22 European countries.

5- Receiver Account Currency: This field allows you to choose the type of currency in which the receiver's account was established. If you're making a payment to a receiver in Canada and choose CAD as your payment currency and Canada as the country, the Receiver Account Currency drop-down list will show CAD as the available option.

Transaction Detail page - example field selections for international ACH payments

Transaction Detail

You may modify the details of this transaction by entering the new information in the appropriate fields and then selecting Save and Close or use Add Another Transaction if you wish to add more transactions to the template.
* = required field

Payment Information		
Payment Currency * 1	Amount (in payment currency) *	
MXN	\$ 2000.00	
Receiving / Beneficiary Bank Information		
Bank Country * 2		
MEXICO		
Search for Receiving / Beneficiary Bank		
SWIFT / BIC ID or Routing & Transit Number (RT) * 2	Bank Name *	
123	Banco de Mexico	
Receiver / Beneficiary Information		
Receiver Name *	Receiver ID	Transaction Type
Sample User123		Credit
Receiver Address *	Receiver City *	Receiver State / Province
Union 30	Col. Atlatico	D.F.
Receiver Country * 3	Receiver Postal Code	Transaction Category *
MEXICO	02860	SAL - Salary/Payroll
Receiver Account / IBAN * 2	Receiver Account Type * 4	Receiver Account Currency * 5
123456789012	Checking	MXN
Remittance Information		
<input type="text"/>		
<input type="checkbox"/> Lock <input type="checkbox"/> Hold		
Date Last Included in Batch: N/A		
<input type="button" value="Save and Close"/> <input type="button" value="Delete Transaction"/> <input type="button" value="View Transaction History"/> <input type="button" value="Cancel"/>		

Additional tips for entering transaction details for international ACH payments

Available transaction types differ by the payment country you select. Valid country options are United States, Canada, Mexico and the following 22 European countries: Austria, Belgium, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxemburg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom. Refer to the table for available options by country.

Payment Country, Currency, Transaction Type, Day Definitions

Country	Currency	Transaction Type	Day Definitions: Initiate Date, Effective Date, Value Date
United States	USD	Credits or Debits	<p>Initiate Day 1: This is the day you initiate the international ACH batch.</p> <p>Effective Settlement Day: This could be Day 2 through Day 30, depending on the effective date you choose.</p> <p>Value Day: The receiver receives the transaction on the same day as the effective date you chose.</p>
Canada	CAD or USD	Credits or Debits	<p>For Credits:</p> <p>Initiate Day 1: This is the day you initiate the international ACH batch.</p> <p>Effective Settlement Day 2: This is the day your account is debited to settle the international ACH batch.</p> <p>Value Day 3: This is the day the receiver or beneficiary receives the transaction.</p> <p>For Debits:</p> <p>Initiate Day 1: This is the day you initiate the international ACH batch.</p> <p>Effective Settlement Day: This could be Day 2 through Day 30, depending on the effective date you choose.</p> <p>Value Day: The receiver receives the transaction on the same day as the effective date you choose.</p>
Mexico	MXN	Credits only	<p>Initiate Day 1: This is the day you initiate the international ACH batch.</p> <p>Effective Settlement Day 3: This is the day your account is debited to settle the international ACH batch.</p> <p>Value Day 4: This is the day the receiver or beneficiary receives the transaction.</p>
Europe	EUR, GBP or USD	Credits only	<p>Initiate Day 1: This is the day you initiate the international ACH batch.</p> <p>Effective Settlement Day 3: This is the day your account is debited to settle the international ACH batch.</p> <p>Value Day 5: This is the day the receiver or beneficiary receives the transaction.</p>

Receiving and Beneficiary Bank Information

Please note the specific instructions outlined below for the SWIFT/BIC ID or Routing & Transit Number field.

Field	Instructions
SWIFT/BIC ID or Routing & Transit Number (R/T)	<p>This field is required and must be entered differently based on the Payment Country. For Canada and Mexico, routing information must be entered manually. The Bank Search link that shows SWIFT/BIC ID information should NOT be used for these countries.</p> <ul style="list-style-type: none"> Canadian routing numbers are nine digits. Mexican routing numbers (referred to as ABM numbers) are three digits. <p>For the United States, the Bank Search link can be used for international ACH transactions that are posting to receivers within the United States only.</p> <p>For Europe, the Bank Search link can be used to determine the SWIFT/BIC ID assigned to the Receiving/Beneficiary Bank.</p>
Bank Name	Bank names must be 35 or fewer characters. This is a required field.

Receiver/Beneficiary Information

Please note the specific instructions outlined below for the Receiver Country and Receiver Account/IBAN fields.

Field	Instructions
Receiver Country	Select the country in which the receiver lives from the drop-down list. Payments to receivers living in certain countries are restricted by law. If these receivers or countries are inadvertently selected for a transaction, the transaction will be rejected by the ACH system.
Receiver Account/IBAN	<p>Enter the receiver's account number. For payments to the 22 European countries, an International Bank Account Number (IBAN) should be entered in the Receiver Account/IBAN field. The IBAN is an international standard for identifying bank accounts across national borders. IBAN's always begin with a two-digit country code followed by two check digits and then up to thirty alphanumeric characters. IBAN's vary in length by country.</p> <p>Prior to initiating an International ACH transaction to a new receiver, we suggest checking the IBAN structure at the following site; http://www.ecbs.org/iban-checker.htm</p>

Unique features of international ACH payments

Many features of the International ACH service via SinglePoint become apparent once you initiate a batch.

Effective date, rates and foreign exchange contracts

Unlike effective dates for domestic ACH batches, effective dates for foreign currency international ACH batches cannot be manually entered. Dates will be assigned by U.S. Bank according to foreign exchange risk management policy.

U.S. Bank's foreign exchange system stores information on international holidays and assigns effective dates based on what is valid for the currency combination within a batch. The system will always supply effective dates except for batches in U.S. dollar currency being sent to banks within the United States. If you feel that your effective date assignment has been negatively impacted by the combination of currencies you selected within your batch, you may choose to submit certain currencies in separate batches.

The Confirm Effective Date and Rate for New ACH Batches page allows you to view the effective date and rate that have been assigned to the batch. If you have previously negotiated a foreign exchange contract with a U.S. Bank FX Dealer, you may also enter a seven digit numeric foreign exchange contract number corresponding to the batch

currency where applicable. Once you have entered a valid contract number, you can recalculate totals and display the updated information based on the rates associated with your contract. Please only use the Recalculate Totals option when you have a contract to enter.

SinglePoint®

Good Afternoon, Tester One Thursday, October 15, 2009 Last visit: Mon, 10/05/09, 04:01 PM CDT from U.S. Bank Internal **US**

Confirm Effective Date and Rate for New ACH Batch(es)

Enter the batch effective date information in the fields below. Click on the calendar icon to choose a valid date.

[Initiate Batch\(es\)](#) [Recalculate Totals](#) [Cancel](#)

Batch Name	Effective Date (MM/DD/YYYY) ▲	Payment Currency	Country	Number of Trans	Payment Amount	Currency	Rate	Contract	U.S. Equivalent
Inrl Payroll	10/16/2009	CAD	CANADA	1	1,000.00				968.52
Subtotal CAD				1	1,000.00	0.96852300		<input type="text" value="0"/>	968.52
		MXN	MEXICO	1	2,000.00				152.99
Subtotal MXN				1	2,000.00	0.07649710		<input type="text" value="0"/>	152.99
Total				2					1,121.51

[Initiate Batch\(es\)](#) [Recalculate Totals](#) [Cancel](#)

Timing and system availability

SinglePoint uses real-time foreign exchange rate information, which is subject to change and expiration. So, it is recommended that once you create an international ACH batch, you obtain final approval on the batch as soon as possible. If a rate associated with your batch expires, you will be routed to the Update Expired IAT Rates page to obtain updated rate information.

Please also be aware of the modified batch submission timing rules. The International ACH service will be available for origination of foreign currency batches from 7 am CT to 6 pm CT Monday through Friday, excluding bank holidays*. U.S. dollar currency batches **to domestic banks** may be submitted using the standard schedule (until 9 pm CT for same-day processing, next day settlement).

ACH Returns

Similar to domestic ACH network, international ACH transactions may be returned by the receiver, the receiver's bank or intermediary banks. U.S. Bank will provide international ACH returned items on the standard ACH Return report. Returned transactions in a foreign currency will be converted by U.S. Bank to U.S. dollars. The original transaction amount will be returned (credited to your account) if the exchange rate difference is less than \$15.00. If foreign exchange rates have changed significantly and caused a difference of greater than \$15.00 in your favor (or against) you may see a return in an amount that is different than the original transaction.

ACH Adjustment Requests

ACH adjustment requests, both reversals and deletions, are not available on international ACH payments. Issues related to over-payment or duplicate transactions must be communicated directly to the receiver/beneficiary of the payment.

International ACH reporting

Standard SinglePoint ACH activity reports are available for international ACH transactions with the exception of batch-level reporting. International ACH batch summary and detail information are available in the International ACH Batch Activity Report.