



# International ACH Transactions (IAT) Through KeyNavigator<sup>®</sup>

User Guide

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# Introduction

KeyNavigator offers a simple and convenient way to send international payments through our International ACH Transactions (IAT) portal. The purpose of this guide is to introduce the service and provide a quick reference on how to submit a successful transaction.

# International ACH Transaction Basics

International ACH transactions are a lower cost, more efficient solution for sending international payments. Unlike sending a check, there are no collection fees and the likelihood of any lifting fees is greatly reduced.

## Sending Payments

International ACH transactions work best for recurring payments that are under \$100,000 and are always originated in U.S. dollars. When you send a payment, your account will be debited (for outbound credits) on the day after the payment submission, regardless of the destination credit date. However, if your account is prefunded, your payment will be debited at the time the item is submitted for processing. If the receiving account is in local currency, then the receiving bank will do the currency conversion at their applicable rate.

It is important to note that IAT payments must be submitted and approved as single payments and file uploads are not supported.

► **Note:** IAT may not be used for consumer remittance transfers.

KeyBank strongly recommends that the first payment you send to a receiver is a nominal dollar test payment as opposed to any critical payments. This is due to the fact that rules and laws are different in each country. Depending on the receiver, certain information — such as remittance notes — may or may not be retained during the transmittal.

## Effective Date/Value Date

On average, the effective date for payments is one to three days; this, however, may vary based on the receiving country. Please note that regulatory screening, as well as the receiving country's holidays, may impact payment receipt.

## Return Payments

Return payment rules can vary significantly by country. Return dollar amounts may also not match the original payment amount sent due to currency conversion.

# KeyNavigator Module for IATs

The KeyNavigator ACH Module for IATs provides a simple, user-friendly method to send international payments. As long as all the necessary fields are completed, the module will help you complete a seamless transaction. Please note that occasionally, some fields that are not marked as mandatory may need to be completed. Submitting payments with all the details necessary will also help the payment make it through OFAC screening.

## International ACH Transaction Countries

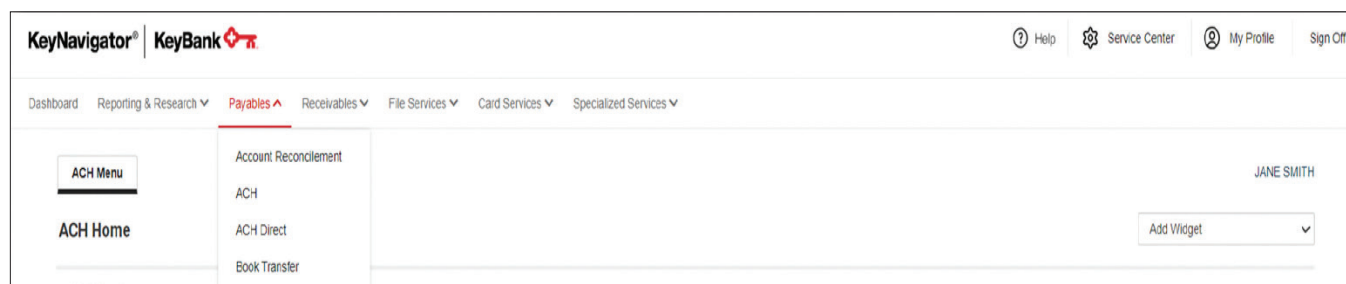
The following is a list of the current countries that will accept International ACH payments.

- Mexico

► **Note:** If an international payment needs to be sent to any country that is not on the list, an international wire transfer should be used.

## Logging into KeyNavigator ACH

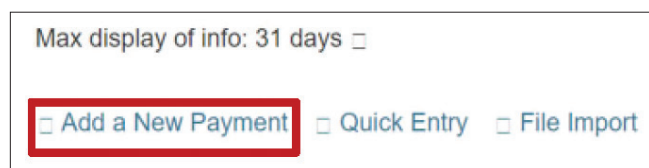
Begin submitting your International ACH Transaction in KeyNavigator, first login to **KeyNavigator** with your Logon ID and password. Then under the Payables section, select **ACH**.



After selecting **ACH** and entering your one-time pass code, you will be taken to the ACH HOME Landing Screen.

► Prior to being able to submit International ACH, the payment type needs to be requested for access to be granted. Once granted, International ACH Transactions will appear as a payment type in your dropdown. If you do not see the payment type, please reach out to your treasury payment advisor or client manager to request access.

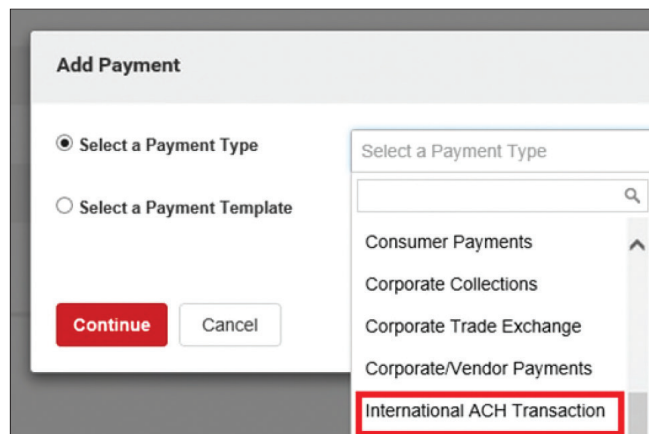
You can create an International ACH by clicking **Add New Payment** from the Payment List view widget and selecting **International ACH Transaction**.



# KeyNavigator Module for IATs

On the next screen to appear, select **International ACH Transaction** as the Payment Type.

► **Note:** IAT Payment Templates can be created for recurring payments. If using a template, select the second radio button and select the template to use to create the IAT payment.



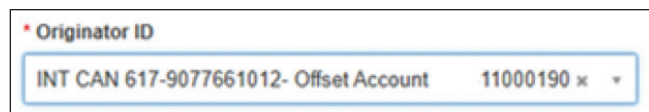
## How to Submit an International ACH Transaction in KeyNavigator

The following screenshots provide a quick reference for what information needs to be submitted for a successful International ACH payment. In addition to the details found in the screenshots on the following pages, any fields marked with a red asterisk (\*) are required fields that must be completed.

In most instances, either the state or province field should be completed - not both, depending on the receiver's country. The postal code field should also be completed when the receiver has an applicable ZIP or postal code, if no zip or postal code, enter an X in the field if marked as mandatory.

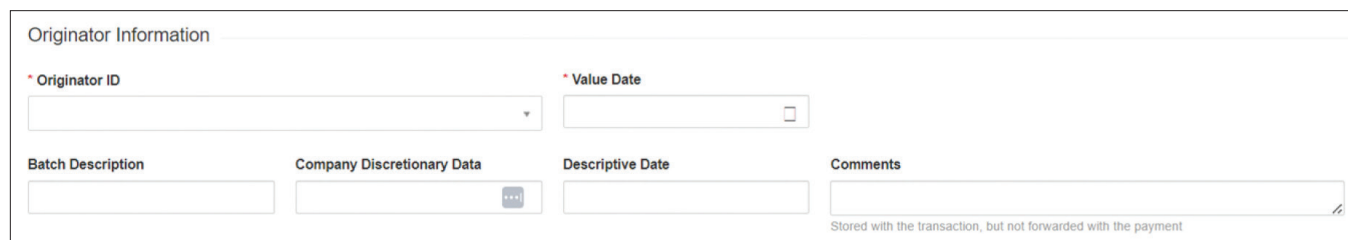
### Originator ID

Unique 10-digit ID is assigned to International Payments, often one per Country. Look for a country code preceding the Originator ID to ensure you select the offset account for the country the beneficiary is in. For example, CAN for Canada. Offset account is the account that is funding the outgoing ACH payments.



### Value Date

Default is next day, and payment will be released once approved. However, depending on the receiving country, it may take one to three days to arrive at the destination.



# KeyNavigator Module for IATs

Enter all the required fields.

- **Note:** Destination Country could be United States if the ABA/Bank Code the payment is going to is located in the United States. This is determined by the ABA used for the beneficiary.

## Example:

Destination Information	
* Destination Country	* Destination Currency
MEXICO x v	MXN - MEXICAN PESO v

Destination Information	
* Destination Country	* Destination Currency
UNITED STATES x v	USD - US DOLLAR v

Obtain all the information from the beneficiary to complete the required fields, do not abbreviate.

Beneficiary Information				
* Name	ID			
ABC Company				
* Address				
123 Test Street				
* Country	* City	* Province	* Postal Code	
CANADA x v	Thornhill	Ontario	L3T 0A4	
* Bank Code Type	* Bank Code	* Account Number	* Account Type	* Transaction Type
CA x v	000100011 - BANK OF MONTREAL v BANK OF MONTREAL 119 RUE SAINT-JACQUES MONTREAL	1234564556	Checking x v	Salary/Payroll x v
* Debit/Credit	* Amount			
Credit x v	5.00 USD			

Remittance Information allows for 80 characters per remittance. Enter as much information as possible regarding the payment in the remittance fields.

Additional Information	
▼ Remittance	
Remittance 1	
Invoice 1234 for Signage	
Characters Remaining: 55	
Remittance 2	
Characters Remaining: 80	
▼ Correspondent Information	
Bank Code Type	Bank Code

- **Note:** Some countries may require different account and routing number formats for electronic payments. If these are not entered correctly, your payment may be returned. This is the primary reason KeyBank strongly recommends you send a nominal value test payment to the receiver before making your first official payment.

Finally, please be aware that even if you submit information in the remittance field, the receiving bank may not pull this information through.

# KeyNavigator Module for IATs

## International ACH Transaction Bank Code Input Guide

Each country has their unique way of basing payments which is very different from the United States' standard nine-digit bank routing number. There are lookups available when you are submitting the IAT in KeyNavigator, but it is a good practice to be familiar with the Country Input Guide below:

Country	Debit/Credit	Beneficiary Bank Code Type	Availability
Mexico	Credit Only	ABM # (3-digit code)	1-2 Days



# Additional Information

Contact your KeyBank Payments Advisor or Commercial Banking Services at 1-800-539-9039, option #2 with any additional questions. For clients using TTY/TRS devices, please dial 711.

