



International ACH Transactions (IAT) through KeyNavigatorSM User Guide

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1. 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.

2. 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.

2.1 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 submission. 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.

2.2 Effective Date

On average, the effective date for payments is 1 to 3 days; this, however, may vary based on the receiving country. For example, Canada can be a one day effective date if the file is received by Key prior to 1 PM Eastern Standard time. Please note that OFAC screening, as well as the receiving country's holidays, may impact payment receipt.

2.3 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.

3. KeyNavigator Module for International ACH Transactions

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.

3.1 International ACH Transaction Countries

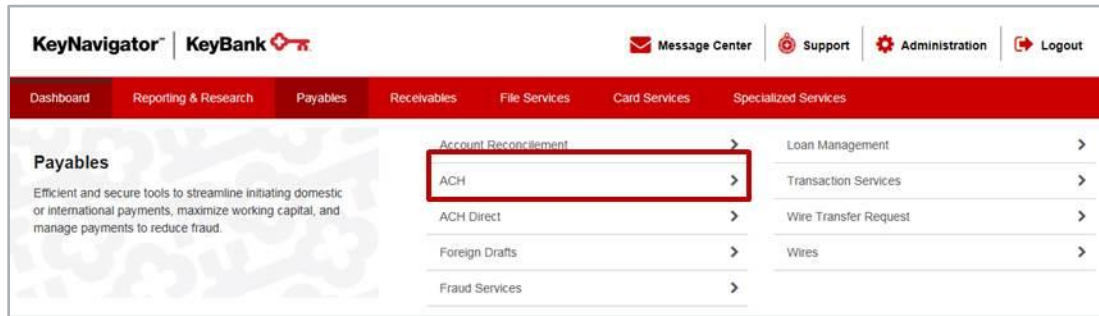
The following is a list of the current countries that will accept International ACH payments.

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

Countries			
Austria	Finland	Luxembourg	Slovenia
Belgium	France	Malta	Spain
Canada	Germany	Mexico	Sweden
Cyprus	Greece	Poland	United Kingdom
Czech Republic	Ireland	Portugal	
Denmark	Italy	Slovakia	

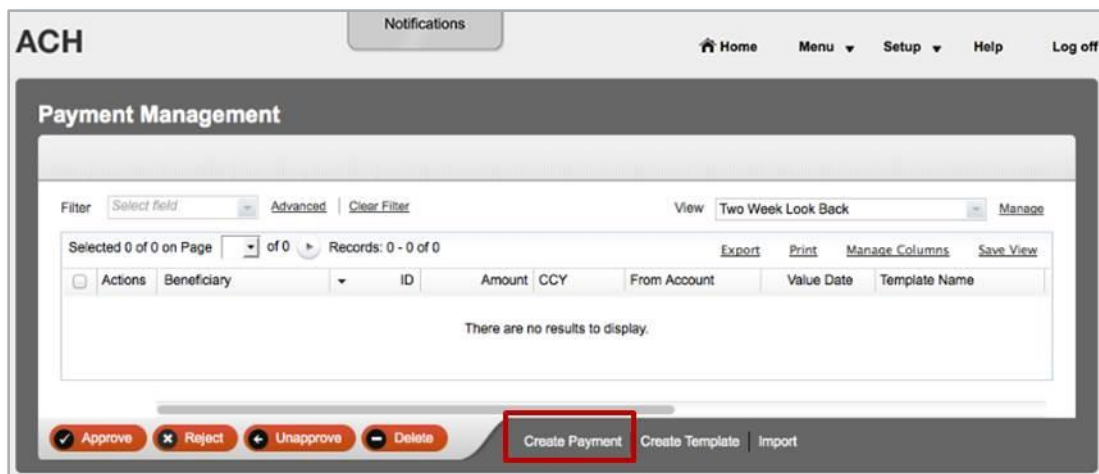
3.2 Logging into KeyNavigator ACH

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**.

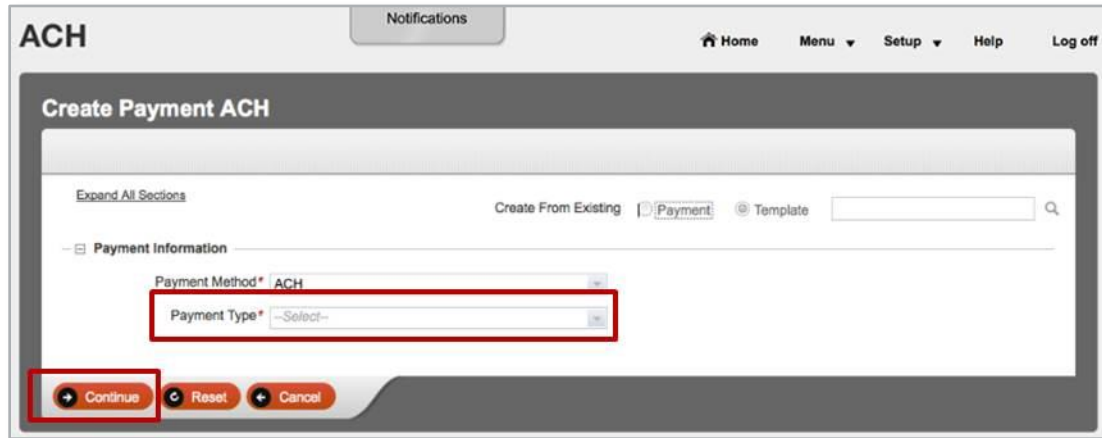


After selecting ACH and entering your setup code, you will be taken to the **Payment Management** screen.

- From here you can create an International ACH by clicking **Create Payment** at the bottom of the screen.



The next screen to appear will be the Payment Information screen, from which you will select **International ACH Transaction** as the **Payment Type**. Please note, there will be a different international payment type for each country to which you are able to make payments. Then click **Continue**.



3.3 Information needed 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.

Beneficiary

+ Save and Add Another View Previous Benef

Transaction Information

Beneficiary Name *

Beneficiary ID

Address *

City *

State --Select--

Province

Postal Code

Country * --Select--

Beneficiary Bank Code Type * --Select--

Beneficiary Bank Code *

Beneficiary Bank Name

Bank Country *

Beneficiary Account Number *

Account Type * --Select--

Credit/Debit * --Select--

Submit Save Draft Reset Cancel

Completing as much information as possible improves OFAC accuracy

Select ABM, Swift or RT as appropriate for destination country

Select the Bank Code from the list that matches the Bank Code type (see following chart)

Will be filled-in automatically

Beneficiary Account Number *

Account Type * --Select--

Credit/Debit * --Select--

Transaction Type Code * Miscellaneous (MIS)

Amount * 0.00 Currency USD

Create Prenote

Hold

Choose a payment purpose from list

Prenotes and holds may not be used in all countries - We strongly advise small dollar test items

Remittance 1

1234567891 1234567892 1234567893 1234567894 1234567895 1234567896 1234567897 1234567898

Characters Remaining: 80

Remittance 2

1234567891 1234567892 1234567893 1234567894 1234567895 1234567896 1234567897 1234567898

Characters Remaining: 80

Up to 160 characters of free form information, however receiving bank may not always display this information to the receiver

Correspondent Information

Bank Code Type --Select--

Bank Code


Bank Name

Address *

Submit Save Draft Reset Cancel

Not normally required

Welcome, INFO RPTG RESEARCH 17:45 E

 Please 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 why 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.

3.3 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
Canada	Both	Routing Number	1-2 Days
Europe	Credits Only	SWIFT Code	2-3 Days

4. Additional Information

Please refer to the International ACH Origination Guide for additional details; including destination country specific information.

You may also contact your KeyBank Payments Advisor or Commercial Banking Services at 1-800-539-9039, option #2.