

PAYMENT ORDER FOR EXTERNAL TRANSACTIONS

Report pursuant to section 59 et seq of the Foreign Trade and Payment Regulation (AWV)

1 52: To credit institution/payment service provider

Bank code
Account holder's/payer's account number

Payment to be debited	1 = Euro account 2 = Foreign currency account	<input type="checkbox"/>	No entry means payment to be debited to euro account
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32: Currency	Amount
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Destination country	Version
	0 0 0 4

50: Name of account holder/payer
Street
Postcode
Town/city

57: Bank/payment service provider of payee (preferable as SWIFT code)	BIC (SWIFT code)	If the SWIFT code as well as name and address of the bank/payment service provider are given, the payment will be made using the SWIFT code.
Name of credit institution/payment service provider of payee		
Street		
Town/city/region		

IBAN or payee's account number and bank code (max. 34 digits)

59: Name of payee
Street
Town/city/region

70: Purpose of payment (for payee only)

Additional instructions for credit institution/payment service provider (eg. instruction code)
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Type of settlement (no entry indicates standard)	Instruction key (instructions for credit institution)	71: Charges (No entry means „0“. In EWR, in EWR-currencies without currency conversion only „0“ is admissible). 0 = Splitting of charges (own charges covered by account holder, third party charges by payee)
0 = Standard (SWIFT) 1 = Urgent (SWIFT) 2 = Cheque drawing 3 = Cheque drawing to account holder	1 = Advice note to payee's bank 2 = Telephoned advice to payee 3 = Telexed/faxed advice to payee 4 = Payment on proof of identity	1 = All charges covered by account holder 2 = All charges covered by payee

In case of payment debited to a foreign currency account	Charges covered by
0 = No special instruction	1 = Euro account
2 = Foreign currency account	(no entry means charge is covered by the debited account)

Statistical data – section 59 et seq of the Foreign Trade and Payments Regulation

For exemptions, explanatory notes and coding list, see reverse side of forms

Payment for: If necessary, split amount.	1. Services, transfers, financial transactions	Fill out fields 105 -111. Enter codes as in coding list.	2. Merchenting	Mark field 100 with a cross; to be reported on form Z 4	100
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<input checked="" type="checkbox"/> 105: Code	<input checked="" type="checkbox"/>	106: Country (see explanatory notes)	Country code	107: Amount in currency above (fill out, if amount is split)
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<input checked="" type="checkbox"/> 108: Code	<input checked="" type="checkbox"/>	109: Country (see explanatory notes)	Country code	110: Amount in currency above (fill out, if amount is split)
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111: More details on underlying transaction (further amounts, if applicable)

Firm number (assigned by Bundesbank)	Currency
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Account management/authentication stamp

Date

Phone/extension

Signature/stamp

Please complete preferable using a typewriter. If handwritten, please use capital letters.

PAYMENT ORDER FOR EXTERNAL TRANSACTIONS

To be submitted to
respondent/account holder

Report pursuant to section 59 et seq of the Foreign Trade and Payment Regulation (AWV)

1

52: To credit institution/payment service provider

Bank code
Account holder's/payer's account number

Account holder's reference

Payment to be debited 1 = Euro account 2 = Foreign currency account No entry means payment to be debited to euro account

32: Currency Amount

Destination country

Version
0 0 0 4

50: Name of account holder/payer

Street

Postcode Town/city

57: Bank/payment service provider of payee (preferable as SWIFT code) BIC (SWIFT code) If the SWIFT code as well as name and address of the bank/payment service provider are given, the payment will be made using the SWIFT code.

Name of credit institution/payment service provider of payee

Street

Town/city/region

IBAN or payee's account number and bank code (max. 34 digits)

59: Name of payee

Street

Town/city/region

70: Purpose of payment (for payee only)

Additional instructions for credit institution/payment service provider (eg. instruction code)

Type of settlement (no entry indicates standard)	Instruction key (instructions for credit institution)	71: Charges (No entry means „0“. In EWR, in EWR-currencies without currency conversion only „0“ is admissible).
0 = Standard (SWIFT)	1 = Advice note to payee's bank	0 = Splitting of charges
1 = Urgent (SWIFT)	2 = Telephoned advice to payee	0 = (own charges covered by account holder, 0 = third party charges by payee)
2 = Cheque drawing	3 = Telexed/faxed advice to payee	1 = All charges covered by account holder
3 = Cheque drawing to account holder	4 = Payment on proof of identity	2 = All charges covered by payee

In case of payment debited to a foreign currency account
Charges covered by
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(no entry means charge is covered by the debited account)

Statistical data – section 59 et seq of the Foreign Trade and Payments Regulation

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111: More details on underlying transaction (further amounts, if applicable)					
			Firm number (assigned by Bundesbank)	Currency	

Account management/authentication stamp

Date

Phone/extension

Signature/stamp

Please complete preferably using a typewriter. If handwritten, please use capital letters.

Explanatory notes by the Deutsche Bundesbank on Annex Z1 to the Foreign Trade and Payments Regulation

The form is both a payment order/credit transfer and a statistical report pursuant to section 59 et seq of the Foreign Trade and Payments Regulation (*Außenwirtschaftsverordnung – AWW*).

The statistical data are required by the Deutsche Bundesbank for compiling the German balance of payments and there is a statutory obligation to furnish information. The data are subject to secrecy requirements and will not be passed on to third parties.

Legal basis: Foreign Trade and Payments Act (*Außenwirtschaftsgesetz – AWG*), Foreign Trade and Payments Regulation (*Außenwirtschaftsverordnung – AWW*), Federal Statistics Act (*Bundesstatistikgesetz*).

A Reporting requirement and reporting exemptions

(section 59 of AWW)

1. To be reported are

payments from residents via resident financial institutions

- to non-residents with a foreign account
- to non-residents with a German account
- for the account of non-residents to residents
- to their own accounts or to other residents' accounts abroad provided the agreed term of the deposit is more than 12 months.

2. Not to be reported are

- payments up to €12,500 or the equivalent in a foreign currency
- payments for imported goods
- payments or repayments of loans and deposits with an agreed maturity of up to 12 months. Interest income from these transactions has to be reported.
- payments between non-residents accepted and passed on by residents.

B General notes on completing the form

Form Z1 is to be completed, as a general rule, for payments for services, transfers, financial transactions and 'other goods transactions' and is to be submitted to the credit institution along with the payment order/credit transfer.

In exceptional circumstances the originator of the payment may submit the report pursuant to Section 61(1) of the Foreign Trade and Payments Regulation in a sealed envelope for forwarding to the Deutsche Bundesbank, service centre 'Außenwirtschaftsstatistik', 55148 Mainz (in which case this should be noted in field 111).

Payments in connection with the following facts are to be reported on another form; a **short note** to this effect is required in form Z1.

Facts	Note
Merchanting	in field 100: X
Securities transactions	in field 111: Z 10
Settlements of balances arising from clearing accounts and from netting arrangements	in field 111: Z4 gross amounts
Payments in connection with maritime shipping companies	in field 111: Z8
Authorised exemptions	in field 111: Z4 (According to exemption)

C Notes on individual items

Payments for services, transfers, financial transactions and 'other transactions in goods'

Purpose of payment (field 111)

Goods or services, for which the payment is being made, are to be described **informatively** and in **detail**.

Code (fields 105 and 108)

A selection of codes is printed on the reverse side of sheet 2 and 3 of this form. It is an extract of the "Coding list of the Deutsche Bundesbank for the balance of

payments". Notes on the codes are contained in the "Explanatory notes on the coding list for the balance of payments" which can be obtained free of charge from the service centre 'Außenwirtschaftsstatistik' or as a download from the internet.

If you do not find a relevant code, use 900; describe in field 111 the type of good or service for which the payment is being made in sufficient detail so that it can be correctly classified within the balance of payments.

Country (fields 106 and 109)

As a rule

- the **country** in which the **creditor** of the **payment** is resident is to be entered here.

The exceptions are

- **Disbursement of loans** and purchase of **foreign claims**: country of the debtor
- **Direct investment abroad**: country in which the investment enterprise is located
- **Real estate abroad**: country in which the real estate is located
- **Payments for construction sites abroad**: country in which the construction site is located
- **Unrequited transfers** (gifts): country of the beneficiary

Where necessary, the abbreviated name of the international organisation is to be written instead of the country.

Payments for imports of goods

Payments for imported goods **need not to be reported**.

It should be noted, however, that **incidental services related to transactions in goods**, for example, price reductions on exports – code 600 – are still subject to the **reporting requirements**.

If, however, **other payments which have to be reported** are made along with payments for the imported goods, these are then to be recorded in field 100 or fields 105-111 of the form.

The difference between the paid amount shown in field 32 and the reported amounts shown in fields 107 and 110 are to be entered in field 111 as **"difference E"**.

If the payment for imported goods are submitted to the financial institutions along with the "Payment order in foreign trade and payments", please enter an **"E"** in field 111. This signifies that the statistical section is not to be completed.

Merchanting

In the case of payments which concern the purchase of merchanting goods, **field 100** only needs to be marked with a cross. The payment is to be reported separately on form Z4. The receipt or **expected** receipt of the payment should be reported simultaneously with the purchase price.

Expenditure on incidental services related to merchanting (code 250) is to be reported separately in fields 105-111 and where necessary also on form Z4.

Phone/extension

Inclusion of your phone number will enable us to clarify quickly and unbureaucratically any questions that may arise.

Record-keeping requirements

As proof of compliance with reporting requirements, report documents (eg copies of the reports submitted) must be kept for a minimum of three years. It should be possible to trace individual transactions from the documents.

D Information and forms

Z4 and Z10 forms are provided free of charge by the Deutsche Bundesbank service centre 'Außenwirtschaftsstatistik', 55148 Mainz.

Alternatively, they can be downloaded as PDF or Excel files from the internet (www.bundesbank.de/meldewesen/mw_aussenwirtschaft.en.php).

Reports can also be submitted electronically (via the internet to the Bundesbank's ExtraNet). Further information is available on the internet: <http://www.bundesbank.de/extranet/extranet.en.php>.

Phone: +49 800 1234 111 (freephone from within Germany)

Internet: www.bundesbank.de

**Excerpts from the
coding list of the Deutsche Bundesbank for use with the balance of payments
Annex LV to the Foreign Trade and Payments Regulation**

A. Services and unrequited transfers

Expenditure	Code	Expenditure	Code
Travel	017	Miscellaneous services	
		<u>Patents and licences</u> (excluding software licences)	
Passenger transport provided by <u>airlines</u>	015	Artistic copyrights	501
		Patents, licences, inventions, processes	502
Passenger transport provided by <u>other carriers</u>	016	Trade marks, franchise fees, marketing rights, rights to use a name etc	503
		Emmission trading (eg EU-Allowances, Assigned amount units)	507
Transport of goods			
<u>in German foreign trade</u>			
Sea freight/imports	210	Film and television industry	510
Sea freight/exports	220		
Inland waterway transport	216	Research and development	511
Transfer of electricity	217	Engineering and other technical services	512
Freight transport by land (rail/truck)	240	IT services (including licences)	513
Air freight	244	Freelance work	514
Transport by pipeline	226	Commercial, organisational and administrative services	516
		Personnel leasing	517
<u>transport between third countries</u>		Communications services	518
Freight and incidental services in merchandising	250	Remaining payments for other entrepreneurial work (please explain in detail)	519
Other transport (eg removals)	260		
<u>domestic transport</u>		Compensation of employees	521
Payments for air freight	270		
Payments for other freight	271	Commission fees	523
Ancillary transport services			
<u>Maritime shipping</u>	310	Subsidies to subsidiaries	530
(general shipping costs)		Overhead expenses	531
<u>Inland waterways and road haulage</u>	320		
(pilotage, canal dues and wharfage, towage, anchorage dues and demurrage etc, excluding supplies of goods such as fuel ▶ 362)		Financial services	533
Fuel, on-board catering and sales	362	Disposal services	534
Other vehicle supplies		Advertising and trade fair expenses	540
<u>Expenditure of German export firms and forwarding agents</u> (loading, unloading, storage)	330	Postal and courier services	591
		Rents/operational leasing	594
Insurance transactions		Repairs	
<u>Premium payments</u>		to means of transport	560
Life insurance	400	to buildings	561
Secondary life insurance market	401	to imported and exported goods	562
Transport insurance (imports and exports)	410		
Other insurance transactions	420	Construction services – construction site in the home country	570
		(excluding payment for imports of goods)	
<u>Payments of claims arising from insurance contracts concluded with non-residents</u>			
Life insurance	440	Construction services – construction site abroad	580
Transport insurance (imports and exports)	441	Commissioned by non-residents	
Other types of insurance	442		
<u>Payments of claims arising from insurance contracts concluded with residents</u>		Incidental payments for merchandise and service transactions	
Life insurance	443	Cash discounts, warranties, warranty payments	
Transport insurance (imports and exports)	444	cost-of-living premiums etc	
Other types of insurance	445	<u>in trade in goods</u> (imports and exports)	600
		<u>in service transactions</u>	610
		<u>in merchandising</u>	250
<u>Reinsurance</u>			
Premiums for outgoing business	450	Import turnover tax, customs refunds	601
Claims arising from incoming business	451		

A Services and unrequited transfers

Expenditure	Code	Expenditure	Code
Private transfers		General government expenditure	
Company pensions, other pensions	522	Indemnification payments	720
Payments made to foreign authorities and international organisations for tax purposes and other transfers	810	Contributions to international organisations	740
Payments arising from inheritances, emigration	850	Development aid	750
Support payments and alimony	851	Support, donations and other expenditure	760
Penalties and warranty payments, lump-sum severance payments, gambling revenue, stakes, player transfers	854	Other payments that are unclassifiable, eg cancellations, misdirected payments	900
Remittances of foreign workers to their home countries	861	The purpose of the payment is to be given in detail.	

B Financial transactions and investment income

The codes for financial transactions and investment income are given in the Bundesbank's Special Statistical Publication 7 *Explanatory notes on the coding list for the balance of payments statistics (Erläuterungen zum Leistungsverzeichnis für die Zahlungsbilanz)*. The publication can be downloaded in PDF format at www.bundesbank.de/index.en.php ▶ Reporting system ▶ Reporting for external sector statistics ▶ Code lists.

The German publication can be obtained free of charge from the Deutsche Bundesbank, service centre 'Außenwirtschaftsstatistik', 55148 Mainz.

Financial transactions include direct investment, loans and the purchase and sale of land. Purchase and sales of securities and financial derivatives transactions are to be reported on Annex Z10 to the Foreign Trade and Payments Regulation.

The following are examples.

Expenditure	Code
The granting of loans to non-residents and establishment by enterprises and households of balances with foreign banks with a maturity of more than 12 months	221
Purchase of land and buildings abroad by enterprises and households	232
Rentals and leases which enterprises and households pay to non-residents for the use of land and real estate in Germany By contrast, rents paid for holiday homes abroad ▶ 017	280
For payments which you cannot allocate to a specific code please give details of the purpose of the payment.	900

C Transactions in goods

Expenditure	Code
Imports of goods (including cross-border commission processing) – <u>no report required</u>	–
Other transactions in goods	997
Withdrawals from cross-border commission processing	598