

## FAQ on cross-border transaction reports

Cross-border transaction reports are used for compiling the balance of payments for the Federal Republic of Germany and the European monetary union. It provides the bodies responsible for economic and monetary policy as well as associations and enterprises with comprehensive and reliable information on Germany's external transactions.

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**1) Who is subject to reporting requirements and what information has to be provided?**

Pursuant to section 11 of the Foreign Trade and Payments Act (*Außenwirtschaftsgesetz*, AWG) read in conjunction with section 67 *et seq* of the Foreign Trade and Payments Regulation (*Außenwirtschaftsverordnung*, AWV), all residents in Germany (natural and legal persons whose place of residence is in the Federal Republic of Germany) have to report payments of more than €12,500 or the equivalent in another currency which they receive from non-residents (natural and legal persons whose place of residence is outside of the Federal Republic of Germany) or from residents for the account of non-residents (incoming payments) or make to non-residents or to residents for the account of non-residents (outgoing payments).

The reporting threshold of €12,500 does not apply when calculating the transactions to be reported in Annexes Z 8, Z 11, Z 12 and Z 13.

**2) What do “resident” and “non-resident” mean in terms of the AWV?**

The terms “resident” and “non-resident” do not refer to nationality but to where the enterprise is officially registered, or the official domicile or place of habitual abode of the person in question (residency principle). For example, a German who has been living abroad for more than one year is to be regarded as a “non-resident”, whereas a foreign national who has been living in Germany for more than one year is to be regarded as a “resident”.

**3) What does “payment” mean?**

Payments include credit transfers, cash payments, payments made by direct debit or cheque as well as the contribution of assets and rights in enterprises, branches and permanent establishments. Furthermore, nettings and clearings, which are generally to be reported in gross terms, are also deemed to be “payments”. For example, if amounts owed are offset against each other in a netting procedure, the gross amounts on which the clearing or netting is based are to be reported as incoming and outgoing payments under the debit and credit items specifying the underlying transaction. Generally speaking, the balances to be netted do not have to be reported.

**4) Which cross-border transactions are exempt from reporting requirements?**

- Payments received for exported goods
- Payments made for imported goods
- Payments and repayments of loans and deposits with an original maturity of up to 12 months
- Financial institutions’ long-term credit transactions with non-residents

**5) Are pure account transfers subject to reporting requirements?**

Pursuant to section 67 *et seq* of the AWV, pure account transfers (from a domestic account to an account abroad or *vice versa*) are not subject to reporting requirements. Please note that payments made from an account abroad to non-residents or to a non-resident's account abroad are to be reported using Annex Z 4 in line with the underlying transaction.

**6) Is cash carried abroad or back into Germany subject to reporting requirements pursuant to the AWV?**

No, pursuant to the AWV, cash carried is not subject to reporting requirements.

More information about cash controls and regulations governing the declaration of the movement of cash at the EU's external borders and within the EU can be found on the Federal Ministry of Finance's customs [website](#).

**7) In what format are reports to be submitted?**

The reports are to be submitted to the Bundesbank electronically as part of balance of payments reporting. The Bundesbank provides various options. The easiest option is to use the General statistics reporting portal (AMS). More information can be found on the General statistics reporting portal webpage. Other electronic submission options are provided via ExtraNet. If you have more detailed technical questions, you can call our hotline on +49 (0)69 9566 7707 between 9.00 and 15.00.

**8) Is it also possible to use independently programmed submission formats?**

- Payment reports pursuant to Annexes Z 4, Z 8 and Z 10 to Z 15 to the Foreign Trade and Payments Regulation can be submitted in XML format. The data record formats EDIFACT BOPBNK, BOPDIR and DABKZ will no longer be accepted.
- Stock reports pursuant to Annexes Z 5, Z 5a and Z 5b to the Foreign Trade and Payments Regulation can be submitted via file transfer in XML format. The ExtraNet record format will no longer be accepted.
- Stock reports on residents' assets abroad and non-residents' assets in Germany can be submitted via file transfer in the following formats:
  - XML
  - Excel (only until 30 June 2018)

**9) What must be observed when submitting a report electronically for the first time?**

Before submitting a report electronically, you have to apply for a reporting number. The reporting number should be used for both transaction reports and stock reports.

Individuals require a reporting number in order to submit regular payment reports as well as stock reports on participating interests.

Instead of a reporting number, credit institutions should use their sort code.

**10) How and where do I apply for a reporting number?**

You can apply for a reporting number using an [application form](#) on the Bundesbank's website. The completed form should be sent to the Bundesbank via the following e-mail address [szawstat-dtazv@bundesbank.de](mailto:szawstat-dtazv@bundesbank.de).

**11) What is the difference between a “reporting number” and a “company identification number”?**

The terms “reporting number” and “company identification number” have been used synonymously. However, in order to harmonise external sector reporting, only the term “reporting number” is now in use.

**12) Which electronic reporting forms should be used?**

Annexes Z 4, Z 8 and Z 10 to Z 15 to the AWV should be used.

- Z 4: Form for individuals, enterprises, financial institutions and public authorities
- Z 8: Form for maritime shipping companies
- Z 10: Form for individuals, enterprises, financial institutions and public authorities
- Z 11 to Z 15: Forms for financial institutions

Annex Z 1 is no longer in use. The report is to be made using Annex Z 4 or Z 10 to the AWV and submitted electronically to the Bundesbank.

**13) When is the deadline for submitting reports?**

Annexes Z 4 and Z 8 to the AWV: The report is to be submitted to the Bundesbank by the seventh calendar day after the end of the reporting month at the latest.

Annexes Z 10 to Z 15 to the AWV: The report is to be submitted to the Bundesbank by the fifth day after the end of the reporting month at the latest.

**14) Is it possible to apply for an extension of the deadline or for a relaxation of reporting requirements?**

Generally speaking, no exceptions can be made to the specified deadlines. To facilitate reporting, there is an exemption rule by which it is possible to submit Annex Z 4 to the AWV when ownership is transferred or when claims and liabilities are entered into the accounts, rather than at the time of payment. To apply for this exemption, you do not need to fill in a form, simply send an e-mail to: [statistik-s21@bundesbank.de](mailto:statistik-s21@bundesbank.de).

**15) For how long should report documents be kept?**

As proof of compliance with reporting requirements, report documents should be kept for a minimum of three years. It should be possible to trace individual transactions from the documents.

**16) What should be done if no report or an incorrect report is submitted?**

If, by mistake, no report is submitted for a given month, a report should be sent as soon as possible. In the report, it is essential to state the month in which the transaction took place and not the month in which the report was compiled or submitted.

If a mistake is found in a report after it has been submitted, a correction report should be sent promptly and designated as such (for instance, in the “purpose of payment” field). The incorrect reporting item should first of all be cancelled by marking it with a minus sign. A new reporting item with the correct data can then be created (in the AMS, once an item is corrected, the system automatically creates a minus item to cancel and offset the original item). This new reporting item must refer to the original reporting month.

Please note that the correction report does not contain all transactions from the report that was submitted originally but only those transactions that have to be rectified or are still to be reported.

**17) Is a telephone survey on travel expenditure patterns conducted on behalf of the Bundesbank?**

A survey of households has been employed to calculate travel expenditure for the German balance of payments since 2001. The resident population’s number of trips and the associated expenditure are determined using telephone interviews (telephone surveys) with subsequent written questionnaires, where appropriate per internet.

Telephone numbers are determined by random selection. The results of the survey are processed further on an anonymous basis and not disclosed to third parties.

The market research institute Kantar TNS is tasked with the survey at the current time.

**Information on external sector reporting**

Hotline: 0800 1234 111 (freephone – only available if call is made from a German landline)  
Website: [www.bundesbank.de](http://www.bundesbank.de) under Service/ Reporting systems/ External sector  
Newsletter (in German): [www.bundesbank.de](http://www.bundesbank.de) under Service/ Newsletter (category: Meldewesen Außenwirtschaft)  
E-mail: [info@bundesbank.de](mailto:info@bundesbank.de)