

Recipient(s):

Memo

Cheques discontinued as at 1 January 2017

The banks in Denmark have jointly decided that it will no longer be possible to use cheques as a means of payment as at 1 January 2017. The change means that, as from the turn of the year, AU can only transfer money to bank accounts – either Danish or foreign. The banks' handling of foreign cheques will continue unchanged and the following thus applies to domestic cheques only.

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Team Leader

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Ref.: ksc

PREFERRED SOLUTION

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In connection with a bank transfer, it will take 1-3 days before the money is paid into the recipient's account, depending on whether the payment is made into a Danish or a foreign bank account. The recipients may be charged a fee by their own bank for withdrawing the amount.

In connection with bank transfers, the payment fee for AU will be paid by the central administration.

It is also possible to use express bank transfer, with the amount being paid into the recipient's account on the same day – this also applies to foreign accounts. However, relatively large fees will be charged for express bank transfers, and these will be offset prior to payment.

Examples of fees charged for express bank transfers:

Bank transfer in DKK in Denmark: Free

Express bank transfer in Denmark depending on the time of day: DKK 600

Required bank details:

IBAN and SWIFT codes must be stated in connection with bank transfers to EU/EEA countries.

Account number and SWIFT code must be stated in connection with bank transfers outside the EU/EEA. It is particularly important to have information on the name of the account holder if money is to be transferred to another person's bank account.

Please remember that a nine-digit FW/routing/ABA number is required in connection with bank transfers to the USA and Canada as well as a requirement for full address details of the recipient for transfers to Canada.

You can find the relevant forms here:

<http://medarbejdere.au.dk/administration/hr/lonadm/skemaer/>

SECOND BEST SOLUTION

If the recipient does not have a bank account – or is unable, for example, to have the money transferred to a family member’s account, it is possible to make a transfer via Western Union.

This requires a copy of the passport, as the passport functions as ID when the money is collected at Western Union. However, large fees are charged for such payment, and the recipient must pay these. A bank transfer is therefore preferable.

Click this link to see the fee overview:

<https://www.forexbank.dk/Documents/prislistor/PO%20A2%20Fee.pdf>

When using this solution:

- Send the payment form to kreditorbetaling@au.dk
The form must:
 - Be approved by the authorising officer
 - Specify account, VAT code, project and activity
 - Contain the email address to which the Western Union transaction number must be returned.
- Copy of the recipient’s passport.

You can find the relevant forms here:

<http://medarbejdere.au.dk/administration/hr/lonadm/skemaer/>

If you have any questions to the above, please send an email to kreditorhotline@au.dk.