Editable BIPS template User Guide

General instructions for completing the BIPS payment

- Download the BIPS payment and save on an appropriate area of your PC or MAC

- To move between fields, use the 'TAB' key

- To move backwards between fields, use the 'SHIFT and TAB' key

- If you wish to delete details use the 'DELETE' key

- To ensure smooth processing of the payment, please enter all details in 'UPPER CASE'

Section 1. How quickly would you like the payment to be sent?

Choose one of the service options by clicking on the appropriate service required. Please ensure you have chosen one option.

Section 2. How much do you want to send?

CARE: It is important that you clearly state what currency you are quoting the instruction in and what currency you actually want to send. Please refer to the Guide to completing the form on the second page.

Note: If you request a currency payment to a UK beneficiary, eg. EUR100, please ensure you tick the appropriate 'Currency Payment to be sent in' box, in this case Euros, to ensure your payment is not sent in the default local currency, which would be sterling in the UK. If your intention is to send sterling within the UK, please use the Same Day Payment form, ref 1758, instead.

Currency Code

Please enter the Currency Code.

Amount of Payment (in Figures)

Enter the payment amount in figures.

Payment Amount and Currency Name (in Words)

This is a single box to allow the full payment amount to be keyed in words. This is a free text box and all information keyed into this box will be captured and apportioned to the box.

Currency Payment to be sent in?

Choose one of the currency options by clicking on the appropriate service required or by tabbing across to the appropriate currency required. **Please ensure you have chosen one option. If 'other' option has been chosen, you will need to add the currency code where requested.**

Please note, if none of the boxes have been ticked, the local currency of the destination country will be applied.

Section 3. Your Details

Sort Code

Please type in the first two characters, then tab across to the second set of characters.

Account Number to be Debited

Please type the number of the account which is to be debited.

Currency of Account

Please enter the currency type of the account from which the funds will be debited (if not a UK £ account).

Account Name to be Debited

Please type the name of the account which is to be debited.

Your Full Address

Your recorded address including postcode.

Your Contact Telephone Number

Please type in your telephone number including the STD Code, alternatively please provide a mobile number.

Section 4. Who are you paying?

IBAN or Beneficiary Account Number

An IBAN is an International Bank Account Number. The beneficiary should provide you with their IBAN, which is available from the beneficiary bank.

Beneficiary Account Name

Name of person you are paying.

Payment Details e.g. Ref. No.

Please type in any relevant payment details you require for the payment.

Section 5. Which Bank are you sending the money to?

Receiving Bank Name

Name of bank where the beneficiaries hold their account.

Receiving Bank Address/Bank Code

Full address of beneficiaries' bank and bank code if applicable.

Receiving Bank SWIFTBIC

The globally recognised method for identifying banks and other financial institutions. **The SWIFTBIC will be either 8 or 11 digits long. Beneficiary of payment will have these details.**

Receiving Bank Country

Name of the receiving bank country.

Section 6. Charges

If you require the charges to be debited from a Barclays account different from the one quoted in section 3, please enter the sort code and account number here.

Sort Code

Please type in the first two characters, then tab across to the second set of characters.

Account Number to be Debited

Please type the number of the account which is to be debited.

Charging Option

Choose one of the charging options by clicking on the appropriate service required or tabbing across to the appropriate charging option required. You must select charges option B for payments to the EU/EEA member states in euros, sterling or the domestic currencies of the EU/EEA in accordance with the Payment Service directive – if you select A or C for such payments we will change this to B when we process your instruction.

Please ensure you have chosen one option. If none of the options have been chosen, Option 'B' will be used.

Section 7. Currency Conversion

This section only needs be completed if a rate has already been booked with the
Treasury Centre.

Section 8. Your Authorisation

For and on behalf of:

Once the instruction has been completed, please print the form and sign it in accordance with
your Appointment of Bankers Mandate.

Date

Please type in date format 'DDMMYY'.

Authorisation Codes

If applicable, type in the Random Number and Authentication codes.

**Now send your completed form back to us in accordance with the requirements of the
service you are using.**