



## Notes on completing a SEPA Core Direct Debit Mandate

### 1. Type of payment

1.1 Please tick if the debt has recurrent due dates (e.g. monthly, quarterly, half-yearly) and you would therefore like regular payments to be debited from your account by SEPA Core Direct Debit.

1.2 Please tick if you are making a one-off debt payment only and would like this to be debited from your account by SEPA Core Direct Debit.

### 2. Transaction number

Please enter the transaction number that appears on your notice, invoice or contract if it has not already been automatically predefined.

If you wish to set up a direct debit for several transaction numbers and there is not sufficient space available, please list these on a separate sheet and attach it to this form. A separate mandate will then be issued for each transaction number.

### 3. Reason for payment

Please tick the nature of debt concerned.

### 4. Name and address of account holder(s)

Please state the exact name or names the account is held in. If the account is held in more than one name, for example in the case of married couples, joint beneficiaries, homeowners associations, etc., all names must be listed.

### 5. Account number

You can find the IBAN (International Bank Account Number) and the BIC (Bank Identifier Code) on your bank card or account statement. Please also remember to state the name of your bank.

### 6. Payments on behalf of third parties (deviating debtor)

If your account is to be debited and you are not the invoice recipient, benefit recipient or contracting party, you should enter the name of the person on whose behalf payment is being made.



### Don't forget !!!

⇒ Place, date and signature(s)

⇒ Return the SEPA Core Direct Debit Mandate only in the original, not by fax or email