

# Order form for a SCHUFA credit report

A SCHUFA credit report comprises two separate documents:

- a conclusive report **for your business partners**, which does **not contain all** the details about your person stored at SCHUFA, but rather only that information which is necessary in order to establish trust between you and your business partners (for example your landlord or employer with special recruiting requirements),
- and a clearly structured, comprehensive report **for your personal use**, which does contain **all** the details about your person stored at SCHUFA.

In this way you maintain control of everything **and** are able to prove your financial trustworthiness.

For the processing of your order we require the following details from you:

## Personal details (required fields)

Please complete in block capitals.

Mr ☐ Mrs ☐

First name

Surname

Street

Postcode

Town

Date of birth

House number

Please note that we may add your personal details to the SCHUFA database as additional identification criteria for the purposes of communicating information.

## Bank details (required fields)

IBAN

Account holder

Date, account holder's signature

### SEPA direct debit mandate

- ☐ I authorise SCHUFA Holding AG to direct debit payments from my account. At the same time, I instruct my bank to carry out the direct debit from my account made by SCHUFA Holding AG.

Note: I can demand that the debited amount be refunded within eight weeks starting from the date of debiting. The conditions agreed with my bank apply in this regard.

SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden  
Creditor identifier DE87ZZZ00000239351

The unique mandate reference will be notified to you directly on the SCHUFA credit report.

We will direct debit the invoice amount of **€24,95** (including 19 % VAT) from the bank account for which you have given us details by SEPA core direct debit. Please ensure you have sufficient funds on your account.

# Order form for a SCHUFA credit report

## Other details (optional)

<input type="text"/>	<input type="text"/>
Place of birth	Name at birth
<input type="text"/>	<input type="text"/>
Previous names	
<input type="text"/>	
E-mail address	
Previous address (to be completed only if your address has changed within the last 12 months):	
<input type="text"/>	<input type="text"/>
Street	House number
<input type="text"/>	<input type="text"/>
Postcode	Town

### 1 Fill out the form completely

### 2 Please enclose a photocopy of your ID documents

To enable us to identify you, please enclose a clearly legible copy of both sides of your personal ID card along with your order. This copy must contain your first name and surname, full address, and date and place of birth in a manner that is clearly recognisable for us. All other disclosures and the photograph can be blacked out. By providing us with this information, you will be helping us to avoid any further queries and to process your order faster.

#### German citizens

Copy of your identity card

OR

Copy of your passport and copy of your registration certificate

OR

#### Citizens of other countries

Copy of your passport

TOGETHER WITH

Copy of your registration certificate

### 3 Post the form and the documents

Please forward the order form together with the copies of your identification documents in a stamped envelope to:

<div style="border: 1px dashed black; padding: 2px; text-align: center;">Stamp</div> <p>SCHUFA Holding AG Postfach 10 25 66 44725 Bochum</p>
--

<p style="text-align: center;">From First name Surname House number Street Town Postcode</p>
--

The SCHUFA credit rating information will be issued to you individually in a manner that prevents you from revoking this order. We will make the product available to you within just a few days of the contract being concluded.