





# Instructions to assist you when completing a *Paylink* International Payment Form

If you have any queries when completing this form, please see the instructions below or call us on 0345 2411300\* (personal customers)  
0345 2411301\* (business customers)

## Sender's Details: i.e. details relating to the company/person sending the payment

1. Details of the account to be debited for this transaction; the AIB (NI) branch National Sort Code number (6 digits), Account Number (8 digits) and the Account currency code.
2. Your name or company name.
3. Your postal address or your company's postal address. Must be completed in full to comply with anti-money laundering requirements and may not be c/o AIB (NI).

## Receiver's Details: i.e. details relating to the company/person to receive the payment

4. Receiver's name: The name of the person or company to receive the payment.
5. The full postal address of the receiver of the funds.
6. The account number of the receiver of the funds. Note: This must be in IBAN format if payment is to an EU/EEA and certain non-EU/EEA countries. For more information on IBAN's, please see our website [aibni.co.uk](http://aibni.co.uk)  
\*EU/EEA = EU Member states, Norway, Iceland and Liechtenstein.
7. The Receiver's Bank Swift Address/BIC (Bank Identifier Code). This contains 8 or 11 alphanumeric characters. The BIC must be for the bank with whom the receiver's account is held. Note: A BIC must be quoted on payments if in euro and to a country in the EU/EEA\* or Switzerland. For more information on Bank Swift Codes/BICs, please see our website [aibni.co.uk](http://aibni.co.uk)
8. The bank where the receiver's account is held.
9. The postal address of the receiving bank – specific branch details to be provided.
10. The Sort Code of the bank where the receiver's account is held. Should be provided where available.
11. The country where the receiving bank is located.

## Payment Details

12. We will normally issue the payment in the local currency of the destination country, unless otherwise stated. If it is not possible to do so, We will send the funds in the preferred currency of that country. If the payment currency differs from the currency of the account being debited, a currency conversion will be required. Our standard foreign exchange rates are available to view online at [aibni.co.uk](http://aibni.co.uk) or from your branch.
13. The amount of money you wish to send in either the payment currency or the GBP equivalent of the payment amount.
14. The amount of money in words.
15. Only to be completed if you are utilising a Forward Contract or dealer's rate. Please check to ensure the Forward Contract is still available.
16. Any additional information to be forwarded to the receiver (max 140 characters).
17. Charges:  
**Shared:** You pay the AIB (NI) charge and the receiver pays charges of all other banks.

## Authorisation

18. The payment must be signed by the authorised signatories of the customer account to be debited.

## Terms and Conditions

Please refer to our website [www.aibni.co.uk](http://www.aibni.co.uk)>Help & Guidance>Forms and brochures> International Payments > International Payments terms and conditions

## Note:

- Should any of the information you provide prove inaccurate, illegible or invalid, your payment may not be made or may be delayed.