



\*Indicates mandatory information to be provided

19 Additional Information:



# 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. The name populated in this field can be used to identify a third party on whose behalf the payments are being made. This is an optional field.

## **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. This is the ultimate recipient to which the amount of money is being paid. This is an optional field.
7. This is 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 [aibgb.co.uk](http://aibgb.co.uk)  
\*EU/EEA countries mean EU Member states, Norway, Iceland and Liechtenstein.
8. The Receiver's Bank Swift Address/BIC (Bank Identifier Code). If an 8 character BIC is provided the Bank name must be populated. If 11 character BIC is provided no further details are needed.
9. The bank where the receiver's account is held.
10. The postal address of the receiving bank – specific branch details to be provided.
11. The Sort Code of the bank where the receiver's account is held. Should be provided where available.
12. The country where the receiving bank is located.

## **Payment Details**

13. The currency in which the payment is to be sent – please complete the 3 letter code, e.g. EUR for Euro, GBP for Pounds Sterling, USD for American Dollars, JPY for Japanese Yen, etc. A currency conversion will be required, if the payment currency is different to the currency your account is denominated in. Our standard foreign exchange rates are available to view online at [aibni.co.uk](http://aibni.co.uk) or from your branch.
14. The amount of money you wish to send in either the payment currency or the GBP equivalent of the payment amount.
15. The amount of money in words.
16. This narrative will travel with the payment and will be made available to the receiver. If no information is populated here "Not Provided" will be sent with the payment.
17. 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.
18. This field must contain either a code from the defined ISO list or our AIB(NI) website list. Please visit our website page to get more details <https://aibni.co.uk/business/ways-to-bank/ibusiness-banking/purpose-of-payment-codes>  
Some countries have specific requirements in relation to Purpose of Payment Codes, please make sure you confirm if these codes are applicable with the payee.
19. Any message, text or numerical to be forwarded to the receiver (max 140 characters).
20. Charges:  
**Shared:** You pay the AIB (NI) charge and the receiver pays charges of all other banks.

## **Authorisation**

21. 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, Brochures, T&Cs > Payments > International Payments Terms & Conditions

## **Note:**

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

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