



# Instructions to assist you when completing a **SEPA Credit Transfer Application Form**

If you have any queries when completing this form, please refer to the instructions below or contact us at:  
**0345 6005925\***

*\*(call charges may vary – please refer to your service provider)*

## **This application form is only to be used if:**

- Your payment instruction is in Euro
- Your payment is going to a country listed in paragraph 11.
- You have complete, valid receivers International Bank Account Number (IBAN).

## **Payment type**

### 1. SEPA Credit Transfer

- Maximum payment cycle of three working days following receipt of the instruction at AIB (NI)\*.
- This payment may only be made on a charges shared basis. This means the sender pays the AIB (NI) fee provided all conditions of the SEPA Credit Transfer are met and all details are correctly completed. However, intermediary and/or receiver bank charges may also be applied and these will be paid by the receiver.
- You will be debited the payment amount and our fee on the date that the payment is processed.

*\* We can only seek to ensure that the payments will be made to the receiver's bank within 3 working days and on the value basis stated. We cannot be held responsible for failure of the receiver's bank to pass on the payment to the receiver.*

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

2. Details of the account to be debited for this transaction; (GBP or EUR only)  
AIB (NI) branch National Sort Code number (six digits), Account number (eight digits) and Account currency code (three characters).  
**Please note SEPA Credit Transfers can only be made from Accounts denominated in Sterling or Euro.**
3. Your name or company name.
4. The full postal address for the Account being debited for this transfer must be provided. A 'care of' address is not acceptable.

## **Payment Details**

5. The amount of Euro in figures you wish to send
6. The amount of Euro in words.

## **Dealer Rate**

7. A dealer rate is required for any payment equivalent to the sum of £20,000 on the day the payment is processed.  
Please refer to your branch if you have any queries regarding dealer rates.

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

8. Receiver's name: The name of the person or company to receive the payment.
9. The IBAN of the receiver must be completed.
10. The Bank's Swift Address/BIC: This contains eight or eleven alphanumeric characters. The BIC is optional.  
If used, it should be for the bank with whom the receiver's account is held.
11. The receiver's bank. must be located in a SEPA reachable country. Please visit our website for a list of SEPA reachable countries.
12. Sender's message e.g. Invoice no., may not be more than 35 characters..

## **Information/Authorisation**

13. The Application Form must be signed by the authorised signatory/signatories of the customer Account to be debited.