

## Non Urgent Single European Payment Area (SEPA) Form Guide

The SEPA Euro Payment Order service offers a quick and secure method of remitting funds overseas that are not required to be sent same-day. This service has a transparent and competitive pricing structure. As this form is processed using scanning facilities it must be completed in legible block capitals.

### Guide to Completing Form

#### Mandatory Details Required

To ensure that Clydesdale Bank Plc comply with International Regulatory requirements, mandatory sections must be completed in full as failure to do so will result in the payment being returned unprocessed.

#### Section 2: Payment Details

1. If you wish to send £500 pounds worth of Euros then the Payment Details section should be completed as follows:

Sterling Equivalent      AMT  -       To be sent in Euro

2. If you wish to send €500 Euros then the Payments Details section should be completed as follows:

Euro      AMT  -

#### Section 3: Beneficiary IBAN

All payments being sent to a bank within the EEA must contain a full valid IBAN in addition to the full name and address of the person receiving the funds.

#### Section 4: Purpose of Payment

The reason for the payment being made must be quoted e.g. Purchase of House, Birthday Gift, Personal transfer of funds, Purchase of tinned fruits - Invoice Number 4. Invoice Number must include a description of items purchased.

#### Section 5: Charges

Debit me with Clydesdale Bank charges only.

Clydesdale charge to be applied

£

Only SHA charging is permitted for payments within the EEA

Charge amount must be completed

### Branch Use Only

Has the Relationship Manager been contacted       Yes       No

Relationship Manager authorised signature number  Date

Payment debited       Yes      Date debited