

Instructions for filling in SEPA transfer forms

Your transfer will be processed electronically. To ensure safe and quick processing, please follow our tips below. If you have any questions about IBAN and BIC, please contact us. We are happy to help you.

Filling in by hand

- Please use CAPITAL LETTERS and write in block capitals.
- Enter only one letter, number or special character in each box.
If the available number of digits is not sufficient (no more than 27 digits per line), please shorten the order data in a sensible manner.
- To fill in, please use a pen with black ink and press firmly.
- All information is to be entered left-justified in the writing lines.

Machine filling

- Please make sure you stay within the lines of the transfer slip.
- The grid boxes are irrelevant for machine filling.
- You can use upper and lower case letters.

General notices

- Please prevent signatures or company stamps from extending into the coloured middle part (reading zone) of the form in order to avoid interferences with machine document capturing.
- Your transfer will be processed electronically, therefore we only need the signed original transfer slip, the copy is for you.

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- 1 **Surname**, first name or company name of the payee
- 2 **IBAN** (International Bank Account Number of the payee)
- 3 **BIC** (International Bank Identifier Code of the payee)
- 4 **Amount** – Please always enter starting on the left. Use a separate box for the comma and, if necessary, the full stop.
- 5 **Customer reference** – It is essential to enter the customer or invoice number given on invoices. If the account holder and the initiator are not identical, the initiator's name and address can be added.
- 6 Your name
- 7 Your IBAN
- 8 Date of signature
- 9 Your signature(s)

SEPA-Überweisung		Für Überweisungen in Deutschland, in andere EU-/EWR-Staaten und in die Schweiz sowie nach Monaco in Euro.	
1	Angaben zum Zahlungsempfänger: Name, Vorname/Firma (max. 27 Stellen, bei maschineller Beschriftung max. 35 Stellen)		
	VERSICHERUNG UEBERALL		
2	IBAN Bei Überweisungen in Deutschland immer 22 Stellen sonstige Länder 15 bis max. 34 Stellen		
	DE11350500001234567890		
3	BIC des Kreditinstituts/Zahlungsdienstleisters (8 oder 11 Stellen)		
	DUISDE33XXX		
4	Betrag: Euro, Cent		
	2.045,67		
5	Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Zahlers - (nur für Zahlungsempfänger)		
	KD.NR.9876 RE.NR.5432		
6	Angaben zum Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)		
	MUSTER, MAX		
7	IBAN Prüfziffer Bankleitzahl des Kontoinhabers Kontonummer (ggf. links mit Nullen auffüllen)		
	DE11350500000987654321 16		
8	Datum	Unterschrift(en)	
	09.12.2021	Max Muster	

Weitere hilfreiche Übersetzungen gibt's hier:
sparkasse-duisburg.de/translation-service

