

Draft letters to request IBAN and BIC from the payee

Draft Letter English

Dear Sir/Dear Madam,

As you have no doubt already heard from the media, the EU Commission has resolved that the national payment procedures, namely credit transfer and direct debit, shall be migrated to the European payment standard, SEPA, as per 1 February 2014.

This means that, as from this date, only IBAN (International Bank Account Number) and BIC (Business Identifier Code) may be used for euro payments - **also within Germany** - as opposed to bank code and account number.

In order to process our euro payments to you according to these uniform standards, we kindly request that you inform us of your **IBAN** and the **BIC** of your bank.

You will find these details in your bank statement, or you can obtain these details from your bank.

Please enter the details in the fields below and return this letter to us either by post, e-mail or fax.

We thank you for your support and are looking forward to continuing our good cooperation.

If you have any questions regarding the changeover, please contact us.

Kind regards,

Company

Street

Post code/location

IBAN

Bank name

BIC

You can obtain further information on SEPA (Single Euro Payments Area) from your bank or from the website of the European Central Bank.