SpareBank 1 ØSTFOLD•AKERSHUS

International Payment Order

The International Payment Order must be completed ***electronically*** before it is printed and signed.
NB! *We recommend that you use our online bank solution as an easier and cheaper option for international payments.*

Ordering customer (account owner)

Name	From account no.
Telephone	Currency and amount
Identity- /registration no.	☐ I/we do not want the specified amount to be converted by SpareBank 1 Østfold Akershus for payment in local or other applicable currency.

Beneficiary	**Beneficiary's bank**
IBAN (or account no. for countries where IBAN is not applicable)	BIC/SWIFT of Beneficiary's bank
Beneficiary's name	Bank name
Beneficiary's address	Bank address (including country)
Country	Bank code (for USA, Canada, South Africa, Australia and New Zealand)

Information for beneficiary

Details of payment (ex. Invoice number, order reference). To be written in English, as text will not be translated.

Bank charges

◉ Shared charges. Charges in SpareBank 1 for the account of the ordering customer. Only valid option for EUR-payments with normal priority.
○ All charges for the account of the ordering customer. Surplus charges in SpareBank 1 Østfold Akershus and bank charges in foreign banks will apply.
○ All charges for the account of beneficiary.

Regulatory reporting (mandatory)	**Information for SpareBank 1 Østfold Akershus**
Details of payment (NOT invoice etc)	Optional additional handling instructions

I/we hereby confirm that the above information is correct, and authorize SpareBank 1 Østfold Akershus to effect the Payment Order and to debit my/our specified account

Place/date	Signature of Ordering Customer	Name of Signatory in capital letters

The signature has to coincide with the power of attorney related to the ordering customer's account, and the account must held sufficient funds otherwise payment will not be executed. The banks will take no responsibility for erroneous, vague or unclear order forms.

For internal use only - fylles ut av kunderådgiver som mottar betalingsoppdraget:

Alle felter må fylles ut av kunderådgiver som mottar betalingsoppdraget, som skannes og sendes via saksmal "Manuell utlandsbetaling" i IVER. Vi bekrefter herved riktighet av oppdragsgivers underskrift og at oppdragsgivers legitimasjon er kontrollert:

Dato/tidspunkt		Type legitimasjon
Bank (navn/stempel) 2095 SpareBank 1 Gudbrandsdal		Kunderådgivers signatur
Bankens regnr	Kunderådgivers telefon	Kunderådgivers navn med blokkbokstaver/stempel

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International Payment Order – guidelines

Guidelines for the Ordering Customer	
General	• All fields must be filled in. • The information must be complete, correct and completed electronically. • The Payment Order must be signed, and the signature and name of the Signatory must be in accordance with the Power of Attorney for the account to be debited. • The exact exchange rate will be fixed after the Payment Order has been completed by SpareBank 1 Østfold Akershus. • Prices and general conditions are available on the bank's website.
Currency and amount	• Both currency and amount to be paid must be specified. If not checked, the amount may be converted by SpareBank 1 for payment in local or other applicable currency.
Beneficiary	• IBAN or account number must be specified correctly. • IBAN (International Bank Account Number) shall be used for numerous countries. For payment to countries not using IBAN, the account number shall be used. • The name and address must be consistent with account holder of the IBAN/account number specified.
Beneficiary's bank	• The BIC/SWIFT-code and the name of the bank must be specified. • For payments to USA, Canada, South-Africa, Australia and New Zealand you should specify the relevant Bank code (ABA, routing number, clearing code etc.) to identify the Beneficiary's bank correctly. These countries do not use IBAN.
Information for beneficiary	• Information to the Beneficiary should always be written in English. • You may specify invoice/customer/order number or similar references. • Maximum length is 4 lines a 35 characters.
Bank charges	• If not checked, the Payment Order will be effected with option shared charges. This is the only valid option for EUR-payments with normal priority. • If all charges should be paid by the ordering customer, there will be a surcharge in SpareBank 1 Østfold Akershus in addition to the charges in the foreign bank(s).
Regulatory reporting	• All cross-border payments will be reported to Valutaregisteret. For payments with value equal to or more than NOK 100.000 the purpose of payment must be quoted. • Additional information about laws and regulations for Valutaregisteret may be obtained at www.lovdata.no and www.skatteetaten.no.

For internal use only: Informasjon og veiledning til kunderådgiver som mottar betalingsoppdraget	
Kontrollere skjema	• Sjekk at nødvendig informasjon for å registrere betalingen er påført betalingsoppdraget. • Sjekk at riktig belastningskonto er angitt. • Sjekk riktige mottakeropplysninger (IBAN/navn/adresse). • Kopi av faktura, regning eller lignende kan om ønskelig legges ved til informasjon (blir ikke returnert).
Kontrollere dekning	• Sjekk at det er dekning på konto for beløpet som skal betales inkludert gebyr.
Kontrollere legitimasjon, signatur og disposisjonsrett	• Sjekk oppdragsgivers signatur mot legitimasjon og disposisjonsrett på konto. • Oppdragsgivers legitimasjon må kontrolleres og type angis på betalingsoppdraget.
Bekrefte og sende inn	• Etter kontroll av betalingsoppdraget, dekning på konto samt oppdragsgivers signatur og legitimasjon, fylles alle felt nederst i betalingsoppdraget ut og signeres av kunderådgiver. • Betalingsoppdraget signert av kunde og kunderådgiver skannes og sendes fra kunderådgivers via IVER til Rådgiverstøtte.

SpareBank 1 Østfold Akershus does not take any responsibility for errors or delays that occur due to unclearly completed Payment Orders. Incomplete or incorrectly completed instructions, or payment instructions where there are insufficient funds, will not be processed, and the customer will be notified.

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