

# European business-to-business direct debit

## Registration form business-to-business mandate

SEPA

When arranging a European business-to-business direct debit, you need to take at least two actions:

1. Issue a European business-to-business direct debit mandate to the creditor (your supplier).
2. Register the mandate information with your own bank.

- Arrange for the creditor to send this form, completed and signed by you, to your bank<sup>1</sup>. You can also send it in yourself.
- Do not use this form if you want to pass on additional information to your bank. In that case, please contact your bank.
- Make sure that the information on this form corresponds with the information of the original mandate.
- Incomplete forms will not be processed by the bank.
- Your bank must check and register the data set out below, before the European business-to-business direct debit can be executed.
- Your bank will notify you once the registration process has been completed successfully.
- By signing this form you also authorize your bank (if the bank considers this to be necessary) to provide the information on this registration form to the creditor.

The Undersigned,

Declares that he has issued a business-to-business mandate to the creditor named below, and instructs his bank to register the data of this mandate (the account in question must be a business account. If in doubt, check with your bank).

### 1. Own data

Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Postal code : \_\_\_\_\_ City: \_\_\_\_\_  
Charged to IBAN : \_\_\_\_\_ (a NL-IBAN consists of 18 characters and starts with NL)  
Contact : \_\_\_\_\_  
Telephone :

### 2. Mandate information

Creditor name : \_\_\_\_\_  
Creditor ID :                      
Mandate type : Single(one-off)/Recurrent (delete which does not apply)  
Maximum amount per direct debit transaction  
:  yes  no €        
: \_\_\_\_\_ (amount in full)  
Mandate reference :

### 3. Signature

This document must be legally signed by the account holder(s) or an authorised signator(y)(ies).

Date :   -   -     Place: \_\_\_\_\_  
Name 1 : \_\_\_\_\_ Name 2: \_\_\_\_\_  
Signature : \_\_\_\_\_ Signature 2: \_\_\_\_\_

<sup>1</sup> This form cannot be used for ING, Rabobank and Citibank. Clients of Rabobank and Citibank must register the European business-to-business direct debit mandate themselves, using internet banking. ING clients should register the mandate themselves through [ING.nl/b2bmachtiging](http://ING.nl/b2bmachtiging).

**Please note!** With a European business-to-business direct debit you are not entitled to a refund from your bank after your account has been debited. Ask your bank for the terms and conditions.

# Instructions for the creditor

**Note!** Once your business customer's bank has received this form<sup>1</sup>, the registration of this business-to-business mandate will take up to five working days. Therefore, you can offer your first debit transaction only after this period<sup>2</sup> at your bank for processing.

Banks usually send a confirmation of the registration to your business customer.

This form should only be used for Netherlands-based banks that offer the European business-to-business direct debit service to their clients.

1. Check whether the registration form has been signed by your client and includes the date and place of signing.
2. Decide to which bank the form should be sent on the basis of the Bank Identification Code (BIC) in the International Bank Account Number (IBAN) (characters 5 to 8). If necessary, consult the current "[BIC from IBAN](#)" table for the right bank name.
3. Consult [www.betalvereniging.nl](http://www.betalvereniging.nl) for up-to-date addresses of the banks that can process this generic registration form.
4. Send the received registration form immediately or as soon as possible<sup>3</sup> to the bank in question.

- **ABN AMRO Bank**, ABN AMRO PCC Operations (Paccode AA8431), Antwoordnummer 39360, 1090 WC Amsterdam
- **ASN Bank**, Postbus 93514, 2509 AM Den Haag
- **BNG Bank**, T.a.v. Afdeling Klantenservice, Postbus 30305, 2500 GH Den Haag
- **BNP Paribas Fortis**, T.a.v. Client Service Desk (SDD mandates), Herengracht 595, 1017 CE Amsterdam
- **Commerzbank AG Kantoor Amsterdam**, T.a.v. CTS Clientservice, Postbus 75444, 1070 AK Amsterdam
- **Deutsche Bank AG**, Implementation & Services, Postbus 12797 (AF 1902), 1100 AT Amsterdam
- **Handelsbanken Kantoorgebouw Vesta**, t.a.v. afdeling Operations, Herikerbergweg 181, 1101 CN Amsterdam
- **KAS BANK N.V.**, T.a.v. afdelingscode 553 inz. Registratie Incasso, Nieuwezijds Voorburgwal 225, 1012 RL Amsterdam
- **KBC Bank NV Nederland**, T.a.v. Customer Service Desk, Postbus 502, 3000 AM Rotterdam
- **Knab**, T.a.v. Servicedesk, Postbus 75, 2130 AB Hoofddorp
- **Van Lanschot Bankiers**, Service Center Betalen T.10.3, Postbus 1021, 5200 HC 's-Hertogenbosch
- **MUFG Bank (Europe) N.V.**, Postbus 75682, 1070 AR Amsterdam
- **RegioBank**, SC KBS, Postbus 10021, 3505 AA Utrecht
- **SNS Bank**, SC KBS, Postbus 10021, 3505 AA Utrecht
- **Société Générale Amsterdam**, T.a.v. Payment Services, Amstelplein 1, 1096 HA Amsterdam
- **Triodos Bank NL**, Afdeling Retail Zakelijk, Postbus 55, 3700 AB Zeist
- **Volkswagen Bank**, T.a.v. Afdeling Betalingsverkeer/F.C. van Schaik, Postbus 617, 3800 AP Amersfoort

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<sup>2</sup> Sending this form to the bank of your customer is no guarantee that the transaction can be processed in the future. Your client may withdraw the mandate at any point in time or refuse the transaction up to the day of execution.

<sup>3</sup> As part of their risk-mitigating measures, banks reserve the right not to process forms received more than two weeks after the date of signing.