

# Sample SEPA Mandate Checklist

1	Layout	Yes	No
1.1	The Mandate is contained on a single page and <b>any other text/information which is not specifically mentioned below is clearly de-lined from the mandate.</b>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	The following note (or similar) is present on the mandate – <i>“Please return this mandate to the Creditor”.</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	The following note (or similar) is present on the mandate – <i>“Your rights are explained in a statement that you can obtain from your bank”.</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	The following Legal text is present on the mandate <i>“By signing this mandate form, you authorise (A) {NAME OF CREDITOR} to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from {NAME OF CREDITOR}. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.”</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	{NAME OF CREDITOR} placeholders with in the title and legal text are replaced with the Creditor name.	<input type="checkbox"/>	<input type="checkbox"/>
2	Verify the Mandate Heading Contains the Following	Yes	No
2.1	The title <i>“SEPA Direct Debit Mandate”, “(SEPA) Direct Debit Mandate”, or “Direct Debit Mandate (SEPA)”.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The text <i>“Please complete all the fields marked*”.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	Mandate with Mandatory Fields Only	Yes	No
<i>Note that these fields can be arranged in any order and can be re-named so long as the purpose of the field is clear and relates directly to one of the attributes below.</i>			
3.1	The following Mandatory fields are present on the Mandate and <b>no additional fields are present.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Note that the following fields with the exception of ‘Address of Debtor’ and ‘BIC of the Debtor Bank’ are marked with an * <ul style="list-style-type: none"> <li>Name of the Debtor</li> <li>Address of Debtor †(Mandatory when collecting from a non EEA SEPA country or territory)</li> <li>IBAN of Account to be Debited</li> <li>BIC of the Debtor Bank</li> <li>Date of signing &amp; signatures .</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	The following fields are pre-populated by the creditor except where otherwise indicated: <ul style="list-style-type: none"> <li>Unique Mandate Reference (UMR)-Can be populated by the Creditor after receipt of signed mandate Creditor Identifier</li> <li>Name of Creditor</li> <li>Address of Creditor</li> <li>Type of payment (recurrent or one-off) – Typically this field should be pre-populated by the Creditor unless the particular business requirements allow for the decision to be made by the Debtor.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

# Sample SEPA Direct Debit Mandate

Insert Creditor's Name and Logo

Unique Mandate Reference

Unique Mandate Reference (UMR) – to be completed by (NAME OF CREDITOR)

By signing this mandate form, you authorise (A) {NAME OF CREDITOR} to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from {NAME OF CREDITOR}.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

**Please complete all the fields marked \***

Creditor's Name

Creditor's Identifier

Creditor's Address

City

Post Code

Country

Type of payment\* Recurrent payment  Or One-off payment

Debtor Name\*

Debtor Address†

City

Post Code

Country

Debtor account number – IBAN\*

Debtor bank identifier code – BIC

**Signature & Date\***

Day / Month / Year  
  /   /

Address of Debtor †(Mandatory when collecting from a non EEA SEPA country or territory)

Please return this mandate to the Creditor