



Credit Transfer Guidelines

Structural guidelines for credit transfer forms used in
euro payments in the Single Euro Payments Area

26.8.2014

Index

1	Overview.....	3
2	General instructions.....	3
2.1	Form specifications.....	4
2.2	Recipient's account number.....	4
2.3	Account number structure.....	4
2.4	Recipient.....	5
2.5	Payer.....	5
2.6	Signature.....	5
2.7	From account no.....	5
2.8	Information section.....	5
2.9	Reference number.....	5
2.10	Due date.....	6
2.11	Reference number.....	6
2.12	Due date.....	7
2.13	Credit transfer form templates and dimensions	8

Credit Transfer Guidelines

1 Overview

Finland has migrated to SEPA (Single Euro Payments Area) in the clearance of euro payments. The changes required by Regulation (EU) No 260/2012 (technical and business requirements for credit transfers and direct debits) will for the most part be implemented by 1 August 2014 and for cross-border payments by 1 February 2016. SEPA payments shall use the IBAN (International Bank Account Number) format of account numbers and, where necessary, the banks' BIC codes (Business Identifier Code, SWIFT Code).

The credit transfer form has also been modified. The credit transfer form must include the invoicer's account number in IBAN format. BIC is no longer needed for domestic euro credit transfers. The requirement to include BIC ends after

- 1 February 2016 for euro credit transfers between euro area countries
- 31 October 2016 for euro credit transfers between EU and EEA countries.

Templates for the credit transfer forms used with euro payments within SEPA (SEPA credit transfers) are included in these Credit Transfer Guidelines.

2 General instructions

The colours, dimensions, data fields, line thickness and font sizes to be used in the forms have been defined with consideration to the requirements of optical reading and scanning. Optical reading and scanning speed up the processing of forms and payment clearance.

The bottom half of the credit transfer form is reserved for the bank bar code (see Bank Bar Code Standard) and the bank's teller terminal acknowledgement. The invoice must not print anything else in this area. Half-toning or commercial printing extending to the credit transfer section are not allowed on the front or rear of the forms.

The form must contain a reference to the terms of payment clearance:

"The payment will be cleared for the recipient in accordance with the general terms for payment transmission and only on the basis of the account number given by the payer."

"Maksu välitetään saajalle maksujenvälityksen ehtojen mukaisesti ja vain maksajan ilmoittaman tilinumeron perusteella."

"Betalingen förmedlas till mottagaren enligt villkoren för betalningsförmedling och endast till det kontonummer som betalaren angivit."

2.1 Form specifications

Sections	Paper	Form size, line thickness, font sized, etc.	Printing ink recommendations
<ul style="list-style-type: none"> Credit transfer (bank's section) Invoice (payer's section) 	White – offset 70–110 g/m ²	Clear printing font (e.g. Arial, Helvetica), font size should be at least 9 pt, and the printing ink tone must be legible. Line thickness: thin lines 0.13 mm, thick lines 0.50 mm	Blue or black. Colours for the invoice section may be freely chosen.
Languages of forms: Instructions in Finnish and Swedish, or in English.			

2.2 Recipient's account number

The form has a specific field reserved for the recipient's IBAN account number. The account number data of at most four banks can be entered in the field. If the invoicer has agreed on payment forwarding (speeding up of payment clearance) with the bank, the account numbers within the forwarding system must be printed on the credit transfer form.

- IBAN account number: the abbreviated name of the recipient's bank is printed in the field together with the account number, which starts from the left and is divided into groups of four digits.
- Example: FI21 1234 5600 0007 85.

2.3 Account number structure

The IBAN always starts with the country code FI and two check digits. The IBAN structure is described in more detail in the IBAN The International Bank Account Number guide.

Example 1:

FI21 1234 5600 0007 85 (paper format)

FI2112345600000785 (machine-readable format)

Example 2:

FI55 4234 5670 0000 81 (paper format)

FI5542345670000081 (machine-readable format)

2.4 Recipient

The recipient's name and address are printed in the field with a minimum font size of 9 points. The company's logo, etc., must not be printed in the field. The recipient's name must be entered in the form under which the company is known as the invoicer.

2.5 Payer

The payer's name and address are printed in the field. The field may be left blank if the invoice is not for a specific payer.

2.6 Signature

The horizontal line in the field is intended to guide the signature so that the lower parts of the signature do not touch the account number.

2.7 From account no.

The field is reserved for the payer's account number. It is recommended that no markers be printed in the field that would guide the position of the numbers entered in the field.

2.8 Information section

The space can be freely used for information provided by the invoicer. Credit transfer forms with message grids are mainly intended for payments made by private customers to other private individuals. It is more economical, more accurate and quicker for companies and organisations to use reference numbers in their invoicing. The maximum length of keyed-in messages appearing on the account statement is 70 characters.

Note! The message and the reference number are mutually exclusive. Only the reference number will be shown, if both have been entered.

It is recommended that the information the consumer recipient will need in order to switch to e-invoicing (e.g. the reason for invoicing, reference number and customer number) is included in the information section.

2.9 Reference number

The invoicer uses a reference number to identify invoices sent to customers. A payment made using a reference number will only be cleared in the recipient's account that is set up for receiving payments that have reference numbers. The invoicer may freely create the reference number in accordance with either the Finnish or the international creditor reference standard.

7a) Reference number based on the Finnish standard

The Finnish reference number is used in domestic payments. To avoid typing errors, the reference number should be short, but no shorter than four (4) digits (three digits and a check digit). The maximum length of a reference number is 19 + 1 digits. The reference number is printed in the field reserved for it in groups of five digits from right to left separated by an empty character space. The leading zeros are not printed. The reference number must also be

included in the part comprising the invoice, if any. Guidelines to the structure of the creditor reference are annexed to this document.

An example of the reference number:

12 34561 (paper format)

0000000000001234561 (machine-readable format)

- 7b) Reference number based on the global Structured Creditor Reference standard (RF creditor reference)

The RF reference number is used in both domestic and cross-border payments. To avoid typing errors, the RF reference should be short. The maximum length of an RF reference number is 25 digits. The RF reference is printed in the field reserved for it, from left to right, in groups of four digits separated by an empty character space. The leading zeros in the Finnish creditor reference element are not printed out. The reference number must also be included in the possible invoice section. Guidelines on the structure of the RF reference are specified in a separate document.

Example of the RF reference:

RFXX 1234 561 (paper format)

RFXX1234561 (machine-readable format)

where

RF is the identifier of the RF reference,

XX are the two check digits

1234561 is the Finnish reference number.

2.10 Due date

The due date is filled in as day, month and year in full (dd.mm.yyyy), e.g. 31.2.2014. Note! The message and the reference number are mutually exclusive. Only the reference number will be shown, if both have been entered.

It is recommended that the information the consumer recipient will need in order to switch to e-invoicing (e.g. the reason for invoicing, reference number and customer number) is included in the information section.

2.11 Reference number

The invoicer uses a reference number to identify invoices sent to customers. A payment made using a reference number will only be cleared in the recipient's account that is set up for receiving payments that have reference numbers. The invoicer may freely create the reference number in accordance with either the Finnish or the international creditor reference standard.

- 7a) Reference number based on the Finnish standard

The Finnish reference number is used in domestic payments. To avoid typing errors, the reference number should be short, but no shorter than four (4) digits (three digits and a check digit). The maximum length of a reference number is 19 + 1 digits. The reference number is printed in the field reserved for it in groups of five digits from right to left separated by an empty character space. The leading zeros are not printed. The reference number must also be

included in the part comprising the invoice, if any. Guidelines to the structure of the creditor reference are annexed to this document.

An example of the reference number:

12 34561 (paper format)

00000000000001234561 (machine-readable format)

- 7b) Reference number based on the global Structured Creditor Reference standard (RF creditor reference)

The RF reference number is used in both domestic and cross-border payments. To avoid typing errors, the RF reference should be short. The maximum length of an RF reference number is 25 digits. The RF reference is printed in the field reserved for it, from left to right, in groups of four digits separated by an empty character space. The leading zeros in the Finnish creditor reference element are not printed out. The reference number must also be included in the possible invoice section. Guidelines on the structure of the RF reference are specified in a separate document.

Example of the RF reference:

RFXX 1234 561 (paper format)

RFXX1234561 (machine-readable format)

where

RF is the identifier of the RF reference,

XX are the two check digits

1234561 is the Finnish reference number.


2.12 Due date

The due date is filled in as day, month and year in full (dd.mm.yyyy), e.g. 31.2.2014.

2.13 Credit transfer form templates and dimensions

Text size in instructions: 7pt unless stated otherwise
 Line weight: thin 0.13mm, thick 0.50mm
 Size of printed text: 9pt or larger

Image 1 Form size: 210 x 101.6 mm (8.27 x 4 inches)

	8/10" (20 mm)	36/10" (91,4 mm)	36/10" (91,4 mm)
Font size 8pt	8/12"	Saajan tilinumero Mottagarens kontonummer	IBAN
	7/12"	Saaja Mottagare	
	14/12"	Maksajan nimi ja osoite Betalarens namn och adress	
	2/12"	Allekirjoitus Underskrift	Viitenumero Ref. nr
	4/12"	Tilitä nro Från konto nr	Eräpäivä Förfallodag
13/12"			<p>Maksu välitetään saajalle maksujenvälityksen ehtojen mukaisesti ja vain maksajan ilmoittaman tilinumeron perusteella. Betalningen förmedlas till mottagaren enligt villkoren för betalningsförmedling och endast till det kontonummer som betalaren angivit.</p>
	8/10" (20 mm)	Maximum length 105 mm, minimum 70 mm	Font size 6 pt

	Recipient's account number	IBAN
	Recipient	
CREDIT TRANSFER	Payer's name and address	
	Signature	Ref. No.
From account no.	Due date	Euro



The payment will be cleared for the recipient in accordance with the General terms for payment transmission and only on the basis of the account number given by the payer.

Saajan tilinumero Mottagarens kontonummer	IBAN DANSKE BANK FI16 8000 1400 0502 67 NORDEA FI00 2001 3000 0012 34 OP FI21 5234 5600 0007 85 AKTIA FI56 4055 0010 5352 98		
Saaja Mottagare	OY YRITYS AB YRITYSKUJA 12, 4. KRS 12345 KAUPUNKI	INVOICE NUMBER 123456	
TILISIIRTO. GIRERING Maksajan nimi ja osoite Betalarens namn och adress	MAIJA MAKSAJA VIIVATIE 15 09999 KOODILA		
	Allekirjoitus Underskrift	Viitenumero Ref. nr	12 34561
Tilitä nro Från konto nr	Eräpäivä Förfallodag	30.11.2014	Euro 117,00



Maksu välitetään saajalle maksujenvälityksen ehtojen mukaisesti ja vain maksajan ilmoittaman tilinumeron perusteella.
Betalingen förmedlas till mottagaren enligt villkoren för betalningsförmedling och endast till det kontonummer som betalaren angivit.

Saajan tilinumero Mottagarens kontonummer	IBAN S-BANK FI90 3636 3001 0100 24		
Saaja Mottagare	SEPPO SAAJA KOTIKUJA 3 A 4, 12345 KAUPUNKI	For the theatre tickets. - Maija	
TILISIIRTO. GIRERING Maksajan nimi ja osoite Betalarens namn och adress	MAIJA MAKSAJA VIIVATIE 15 09999 KOODILA		
	Allekirjoitus Underskrift	Viitenumero Ref. nr	
Tilitä nro Från konto nr	Eräpäivä Förfallodag	30.11.2014	Euro 50,00

Maksu välitetään saajalle maksujenvälityksen ehtojen mukaisesti ja vain maksajan ilmoittaman tilinumeron perusteella.
Betalingen förmedlas till mottagaren enligt villkoren för betalningsförmedling och endast till det kontonummer som betalaren angivit.



CREDIT TRANSFER	Recipient's account number	IBAN Pohjola Bank F179 4405 2020 0360 82		
	Recipient	OY YRITYS AB YRITYSKUJA 12, 4. KRS 12345 KAUPUNKI		
	Payer's name and address	MAIJA MAKSAJA VIIVATIE 15 09999 KOODILA		
	Signature	_____		
		Ref. No.	RF07 6633 2132 8510	
From account no.		Due date	22.1.2014	Euro 158,24



The payment will be cleared for the recipient in accordance with the General terms for payment transmission and only on the basis of the account number given by the payer.