

**Instructions to fill in the form**

**A submitter who have sent Slovak banknotes or Slovak coins is obliged to fill in only the bold framed items as follows:**

**Code of a beneficiary's bank (FW, SC etc.):** (this item is obligatory for the Czech Republic, for other countries it is voluntary),

- identification of a bank or a branch office of the bank

**BIC/SWIFT code:** BIC/SWIFT

**Beneficiary's bank may contain no more than 4 x 35 characters.**

- First line – correct and complete name of a bank, in which the beneficiary has got his account with

- Second line – name of a street,

- Third line – name of a city,

- Fourth line – name of a country.

**Beneficiary's account No. – may include no more than 34 characters**

If the payment is realized in EUR for the European Economic Space's countries, the submitter is obliged to write his No. of account in IBAN.

**Name of the beneficiary's account – may contain no more than 4 x 35 characters.**

- It must be identical with the name of the **beneficiary's account name maintained in the bank of the beneficiary**

- First line – correct and complete name of the beneficiary

- Second line – name of a street,

- Third line – name of a city,

- Fourth line – name of a country.

**Remittance information** (voluntary item) – **may contain no more than 4 x 35 characters.**

**Details of charges:**

- SHA - transaction charges of a bank of ordering customer are paid by the ordering customer, other transaction charges are paid by beneficiary,

- OUR – all charges are paid by the ordering customer,

- BEN - all transaction charges are paid by the beneficiary,

**Code of instruction:**

**Payment by cheque** -if a beneficiary asks the payment to be reimbursed by cheque to his address, then he is obliged to fill in this form of payment and in this case he does not fill in his account No. and his bank.