

## International Payment Order

- Payment with normal priority  
 Payment with urgent priority (additional charges)

The International Payment Order will be forwarded to SpareBank 1 SMN for execution.

**NB!** We recommend that you use our internet 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.	<input type="checkbox"/> I/we do not want the specified amount to be converted by SpareBank 1 SMN 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 SMN and bank charges in foreign banks will apply.  
 All charges for the account of beneficiary.

### Regulatory reporting (mandatory)

Details of payment (NOT invoice etc)

### Information for SpareBank 1 SMN

Optional additional handling instructions

I/we hereby confirm that the above information is correct, and authorize SpareBank 1 SMN 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 hold 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:

Alle felter må fylles ut av kunderådgiver som mottar betalingsoppdraget, som skannes og sendes [samspar@smn.no](mailto:samspar@smn.no).

Vi bekrefter herved riktighet av oppdragsgivers underskrift og at oppdragsgivers legitimasjon er kontrollert:

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

## International Payment Order – guidelines

Guidelines for the Ordering Customer	
General	<ul style="list-style-type: none"> <li>All fields must be filled in.</li> <li>The information given must be complete, correct, clear and readable.</li> <li>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.</li> <li>The exact exchange rate will be fixed after the Payment Order has been completed by SpareBank 1 SMN.</li> <li>Prices and general conditions are available at <a href="http://www.smn.no">www.smn.no</a>.</li> </ul>
Payment priority	<ul style="list-style-type: none"> <li>If not checked, the Payment Order will be effected with normal priority.</li> </ul>
Currency and amount	<ul style="list-style-type: none"> <li>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.</li> </ul>
Beneficiary	<ul style="list-style-type: none"> <li>IBAN or account number must be specified correctly.</li> <li>IBAN (International Bank Account Number) shall be used for numerous countries. For payment to countries not using IBAN, the account number shall be used.</li> <li>The name and address must be consistent with account holder of the IBAN/account number specified.</li> </ul>
Beneficiary's bank	<ul style="list-style-type: none"> <li>The BIC/SWIFT-code and the name of the bank must be specified.</li> <li>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.</li> </ul>
Information for beneficiary	<ul style="list-style-type: none"> <li>Information to the Beneficiary should always be written in English.</li> <li>You may specify invoice/customer/order number or similar references.</li> <li>Maximum length is 4 lines a 35 characters.</li> </ul>
Bank charges	<ul style="list-style-type: none"> <li>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.</li> <li>If all charges should be paid by the ordering customer, there will be a surcharge in Sparebank 1 SMN in addition to the charges in the foreign bank(s).</li> </ul>
Regulatory reporting	<ul style="list-style-type: none"> <li>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.</li> <li>Additional information about laws and regulations for Valutaregisteret may be obtained at <a href="http://www.lovdatab.no">www.lovdatab.no</a> and <a href="http://www.skatteetaten.no">www.skatteetaten.no</a>.</li> </ul>

<b>For internal use only: Informasjon og veiledning til kunderådgiver</b>	
Kontrollere skjema	<ul style="list-style-type: none"> <li>Sjekk at nødvendig informasjon for å registrere betalingen er påført betalingsoppdraget.</li> <li>Sjekk at riktig belastningskonto er angitt.</li> <li>Sjekk riktige mottakeropplysninger (IBAN/navn/adresse).</li> <li>Kopi av faktura, regning eller lignende kan om ønskelig legges ved til informasjon (blir ikke returnert).</li> </ul>
Kontrollere dekning	<ul style="list-style-type: none"> <li>Sjekk at det er dekning på konto for beløpet som skal betales inkludert gebyr.</li> </ul>
Kontrollere legitimasjon, signatur og disposisjonsrett	<ul style="list-style-type: none"> <li>Sjekk oppdragsgivers signatur mot legitimasjon og disposisjonsrett på konto.</li> <li>Oppdragsgivers legitimasjon må kontrolleres og type angis på betalingsoppdraget.</li> </ul>
Bekreft og sende inn	<ul style="list-style-type: none"> <li>Etter kontroll av betalingsoppdraget, dekning på konto samt oppdragsgivers signatur og legitimasjon, fyller alle felt nederst i betalingsoppdraget ut og signeres av kunderådgiver.</li> <li>Betalingsoppdraget signert av kunde og kunderådgiver skannes og sendes fra kunderådgivers egen epost (ikke printer/skanner) og sendes til <a href="mailto:samspar@smn.no">samspar@smn.no</a>.</li> </ul>

*SpareBank 1 SMN tar ikke ansvar for feil eller forsinkelser som oppstår på grunn av utydelig utfylt betalingsoppdrag. Ufullstendige eller feil utfylte oppdrag eller betalingsoppdrag med manglende dekning, returneres til kunderådgiver.*

### Contact

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