

ANNEX – F.A

Rules & Regulations

# Acceptgiro Embodiments

(using IBAN and BIC)

Version : 5.0  
Date : February 2014



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Disclaimer

This document is a translation of the Dutch original and is provided as a courtesy only. In the event of any inconsistencies or differences of interpretation between the original and translated versions the Dutch version shall prevail. No rights may be derived from the translated document.

## **1 Preface**

Acceptgiro is a familiar payment product in the Netherlands. It provides businesses, associations and other institutions with a flexible and simple means of ensuring that their debtors are able to pay them swiftly and correctly.

Acceptgiro Forms can be used by any business, association or other institution. Collection of any amount is straightforward using Acceptgiro, whether as payment for goods and services, payment of contributions and subscriptions or giving of donations.

Not all accounting systems are the same. Therefore there are accordingly different embodiments of the Acceptgiro Form, so that you can select the variant that best suits the organisation of your accounting system. There are several standard variants to choose from.

This Annex describes the various embodiments of the Acceptgiro Form, which can be ordered from any of the certified printers or service bureaus (see [www.acceptgiro.nl](http://www.acceptgiro.nl) | zakelijk) when you have a valid Acceptgiro Contract with your bank.

### **Changes compared with the previous version**

This publication (annex F.A) focuses on the use of the IBAN and BIC-based Acceptgiro Form. Annex F.A exists alongside annex F.

Within SEPA (Single Euro Payments Area) the routing of payments proceeds via bank accounts with IBAN (International Bank Account Number) and BIC (Bank Identifier Code). The euro-Acceptgiro Form has been adapted to the use of IBAN and BIC, and the new form is called the Acceptgiro. It will be possible to use this new form as from 1 July 2013.

In the initial phase, the 'new' Acceptgiro Form will be circulate alongside the euro-Acceptgiro Form. It has yet to be determined when the 'old' euro-Acceptgiro Form will cease to be distributed and, subsequently, when its use will no longer be authorised.

This manual can also be downloaded at [www.acceptgiro.nl](http://www.acceptgiro.nl). A Dutch version is also available.

## 2 Embodiments of the Acceptgiro Form

### 2.1 The Acceptgiro Form

There are several embodiments of the Acceptgiro Form, ranging from a single Acceptgiro Form to combination types incorporating an invoice part and a direct debit mandate form. The various possibilities are described in the next few pages. You can order these different embodiments, either preprinted or plain, provided you have the appropriate Acceptgiro Contract.

Fig. 1 showing the front and reverse of an Acceptgiro Form:

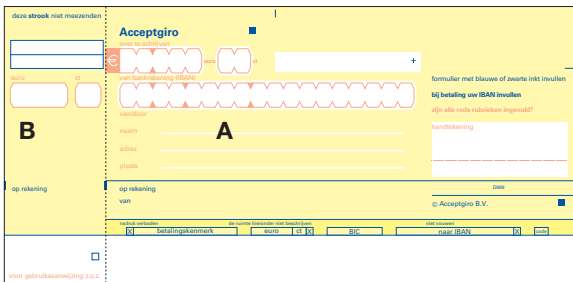
<p>deze strook niet meezenden</p> <table border="1"> <tr> <td>5000 0567</td> <td>8901 2345</td> </tr> </table> <p>euro <input type="text" value="67"/> ct <input type="text" value="00"/></p> <p>Jaarpremie 2012 levensverzekering Fact.nr. 2876766-2012</p> <p>op rekening NL02ABNA0123456789 Ass.knt. G.v.Witsen Aalsmeer</p>	5000 0567	8901 2345	<p><b>Acceptgiro</b></p> <p>over te schrijven</p> <p>€ <input type="text" value="67"/> euro <input type="text" value="00"/> ct</p> <p>van bankrekening (IBAN)</p> <p><input type="text" value="NL20INGB0001234567"/></p> <p>van/door</p> <p>naam <input type="text" value="A. van den Bos"/></p> <p>adres <input type="text" value="Beethovenstraat 34"/></p> <p>plaats <input type="text" value="3851 AF Amstelveen"/></p> <p>op rekening <input type="text" value="NL02ABNA0123456789"/></p> <p>van <input type="text" value="Assurantiekantoor G. van Witsen"/> <input type="text" value="Rozenlaan 104, 4336 XG Aalsmeer"/></p> <p>nadruk verboden <input checked="" type="checkbox"/> betalingskenmerk <input type="text"/> euro <input type="text"/> ct <input checked="" type="checkbox"/> BIC <input type="text"/> naar IBAN <input checked="" type="checkbox"/> code <input type="text"/></p> <p><input checked="" type="checkbox"/> 5000056789012345+ 000067002&lt; ABNANL2A+ NL02ABNA0123456789+ 17&gt;</p> <p>voor gebruiksaanwijzing z.o.z.</p>	<p>Jaarpremie 2012 levensverzekering Fact.nr. 2876766-2012</p> <p>formulier met blauwe of zwarte inkt invullen <b>bij betaling uw IBAN invullen</b> zijn alle rode rubrieken ingevuld?</p> <p>handtekening</p> <p>S9999 D999</p> <p>© Acceptgiro B.V.</p>
5000 0567	8901 2345			

<p>de ruimte hieronder niet beschrijven</p>	<p>deze ruimte niet beschrijven</p> <p><b>Gebruiksaanwijzing</b> Met dit formulier kunt u het verschuldigde bedrag betalen.</p> <p><b>Overschrijven</b> Plaats altijd uw handtekening en zo nodig het nummer van uw bankrekening (IBAN), het bedrag, uw naam en volledig adres. Stuur dit formulier zonder de aangehechte strook naar uw bank.</p>
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**2.2 Standard embodiments**

Reduced images of the various standard Acceptgiro Forms are depicted below. The different embodiments are coded A01 to A17. Depending on your accounting system, you may opt to use simple payment forms or you may prefer to use an Acceptgiro Form combined with an invoice part on which you can print invoice details or an accompanying letter. If you would like to encourage your customers to pay by direct debit, you should order Acceptgiro Forms combined with direct debit mandate forms.

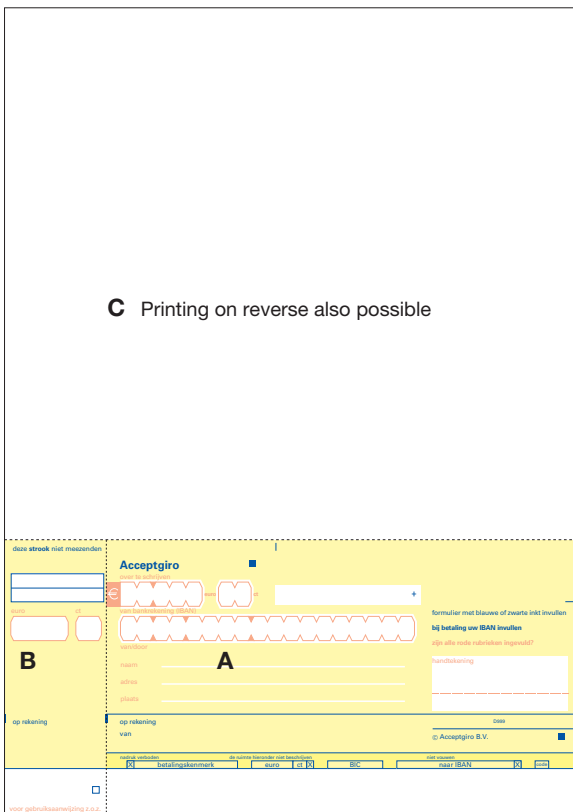
Alongside the images are the code numbers for the different embodiments available for each variant of the form. The different types depicted are obtainable on separate sheets or as continuous stationery. The continuous stationery forms are in turn available (depending on the embodiment) with register marks for trimming, tear-off perforation, perforation for removal of pinfeed edges and form-bursting perforations.



Code Description

**Separate sheets:**

A01 Simple Acceptgiro Form, 4 inch



**Separate sheets:**

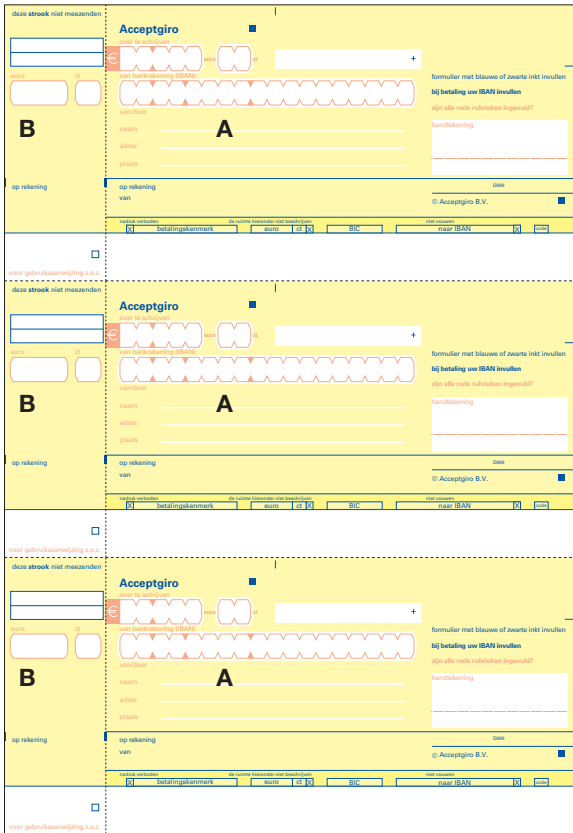
A03 Acceptgiro Form with invoice part above, 12 inch

A05 Acceptgiro Form with invoice part above, A4

**Continuous stationery:**

A14 Acceptgiro Form with pinfeed and with invoice part above with tear-off perforation, 12 inch

A16 Acceptgiro Form with invoice part above for trimming with twin cutter, 12 inch



The image shows three stacked examples of Acceptgiro forms, labeled A, B, and C. Each form is divided into two main sections: 'A' (the main payment area) and 'B' (the header area). Section A includes fields for 'naam' (name), 'adres' (address), 'plaats' (place), and 'handtekening' (signature). Section B includes fields for 'op rekening van' (account name) and 'op rekening' (account number). The forms are designed with perforations and pinfeeds for easy handling. Form A has a standard perforation and pinfeed. Form B has a different perforation and pinfeed. Form C has a different perforation and pinfeed.

### Separate sheets:

A02 3 Acceptgiro Forms per sheet, 12 inch

### Continuous stationery:

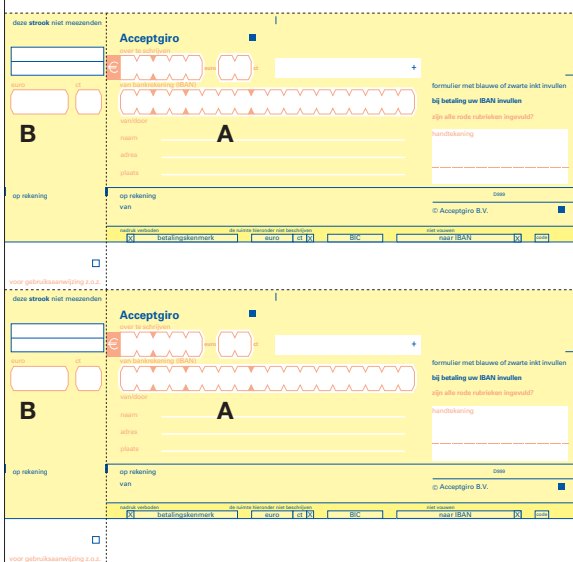
A10 Acceptgiro Forms without pinfeed, 12 inch

A11 Acceptgiro Forms with pinfeed, with tear-off perforation, 12 inch

A12 Acceptgiro Forms with pinfeed, for bursting with rotary cutters, 12 inch

A13 Acceptgiro Forms with pinfeed, for trimming with twin cutters, 12 inch

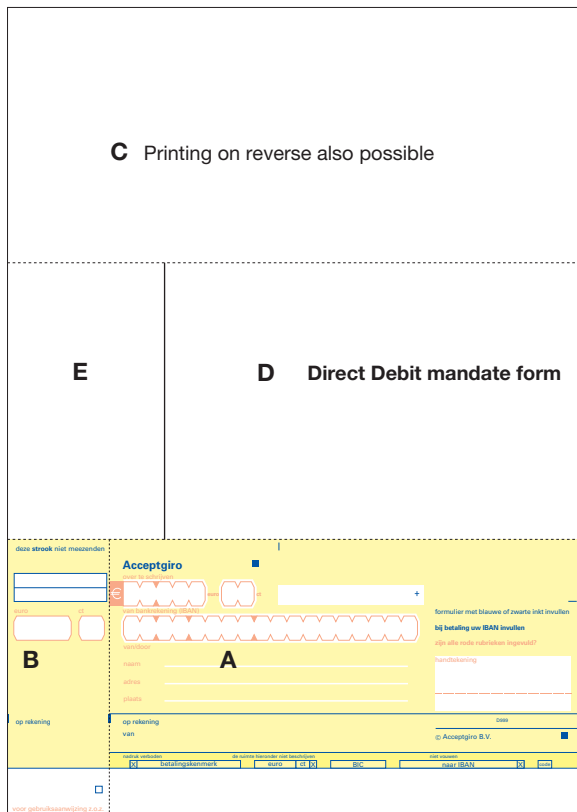
**C** Printing on reverse also possible



The image shows two stacked examples of Acceptgiro forms, labeled A and B. Each form is divided into two main sections: 'A' (the main payment area) and 'B' (the header area). Section A includes fields for 'naam' (name), 'adres' (address), 'plaats' (place), and 'handtekening' (signature). Section B includes fields for 'op rekening van' (account name) and 'op rekening' (account number). The forms are designed with perforations and pinfeeds for easy handling. Form A has a standard perforation and pinfeed. Form B has a different perforation and pinfeed.

### Separate sheets:

A07 2 Acceptgiro Forms with small invoice part above, A4



**Separate sheets:**

- A04 Acceptgiro Form with small invoice part plus direct debit mandate form, 12 inch
- A06 Acceptgiro Form with small invoice part plus direct debit mandate form, A4

**Continuous stationery:**

- A15 Acceptgiro Forms with pinfeed with small invoice part and direct debit mandate form with tear-off perforation, 12 inch
- A17 Acceptgiro Forms with small invoice part and direct debit mandate form for trimming with twin cutter, 12 inch

**Legend:**

- A Body
- B Narrow stub
- C Invoice part, front
- D Direct debit mandate form
- E Stub to direct debit mandate form

### 3 Preprinting

You can have a certain fixed details preprinted on your Acceptgiro Forms. A distinction is made between standard preprinting and extra preprinting.

#### 3.1 Standard preprinting

Standard preprinting involves preprinting the forms with the following details in black.

On the body:

- name and address details of the payee;
- a fixed amount, if required;
- a description of the payment in the space provided in the top right-hand part of the form, if required.

In the code line (machine readable message space):

- the payee's IBAN and BIC;
- the form code;
- a fixed amount, if required.

Preprinting of direct debit mandate form details is not included as standard.

<b>Assurantiekantoor G. van Witsen</b> Rozenlaan 104, 4336 XG Aalsmeer		
A. van den Bos Beethovenstraat 34 3851 AF Amstelveen		<b>NOTA</b>
Betalingskenmerk 5000056789012345		Factuurnr 2876766-2011 Datum 04-01-2011
<b>JAARPREMIE LEVENSVZERKERING</b>		
	2011 € 62,62 Assurantiebelasting 7% € 4,38 Totaal € 67,00	
Bankrekening (IBAN) NL02ABNA0123456789		
Wij verzeken u hiervan afstand te nemen binnen 7 weken		
deze strook niet meezenden		Jaarpremie 2012 levensverzekering Fact.nr. 2876766-2012
5000 0567 8901 2345	Acceptgiro over de betalingscode 67 00 NL20INGB0001234567	5000 0567 8901 2345+ formulier met blauwe of zwarte inkt invullen bij betaling uw IBAN invullen zijn alle rode rubrieken ingevuld? handtekening
67 00 Jaarpremie 2012 levensverzekering Fact.nr. 2876766-2012	van A. van den Bos adres Beethovenstraat 34 plaats 3851 AF Amstelveen	op rekening NL02ABNA0123456789 van Assurantiekantoor G. van Witsen Rozenlaan 104, 4336 XG Aalsmeer
NLO2ABNA0123456789 Ass.kant. G.van Witsen Aalsmeer	met gebruik van de betalingscode euro ct kl BIC naar IBAN	© Acceptgiro B.V.
5000056789012345+ 000067002< ABNANL2+ NL02ABNA0123456789+ 17>		



### **3.2 Extra preprinting**

The printing of details not included as a standard option counts as extra preprinting. On an Acceptgiro Form with invoice part, for example, you can have your logo plus fixed details printed on the invoice part. All extra preprinting on the invoice part can also be done in colour.

## **4 Ordening**

For further information on how to order Acceptgiro Forms in specific embodiments and the corresponding costs and delivery times you can contact the certified printers and service bureaus (a list can be found at [www.acceptgiro.nl](http://www.acceptgiro.nl) | zakelijk).