# Single European Payment Area (SEPA) Direct Debit

Based on continuous requests from ELI Members, the ELI has launched SEPA Direct Debit as a payment method for its Members.

This system allows you to set up an automatic payment order instead of having to remember paying Membership fees every year. The form required for this payment option is provided below. You can also [download it online](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.europeanlawinstitute.eu%2Ffileadmin%2Fuser_upload%2Fp_eli%2FMembers_lists%2FSEPA_Mandate.docx&wdOrigin=BROWSELINK). If you would like to opt for SEPA, please fill in and sign the form (either physically or digitally) and send it to the [ELI Secretariat](mailto:secretariat@europeanlawinstitute.eu?subject=SEPA%20Mandate) by email.

Template mandates are available in Dutch, English, French, German, Italian, Portuguese and Spanish. Should you prefer signing the mandate in any of the above languages, please let us know.

ELI Members with bank accounts in the Member States of the European Union, the four Member States of the European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland) as well as Andorra, Monaco, San Marino and United Kingdom are eligible to use this service.

The transfer will be denominated in Euros.

In a few cases, it may be that a bank in the above States does not support SEPA. If that is the case or if you are based outside those States, we would encourage you to set up a standing order, through your own bank, for the transfer of funds in the course of February of every year.

The Secretariat is here to assist should you wish to explore other payment options.

**SEPA Direct Debit Mandate**

By signing this mandate, you authorise: (a) the Creditor (ELI) to send instructions to your bank to debit your account; and (b) your bank to debit your account in accordance with the instructions from the Creditor. As part of your rights, you are entitled to a refund from your bank in respect of a payment under the terms and conditions of your agreement with your bank. A refund must be claimed within eight weeks from the date on which your account was debited.

Your rights under this mandate are explained in a statement that you can obtain from your bank. All fields are mandatory.

**Mandate Identification** (Completed by Creditor)

|  |  |
| --- | --- |
| Mandate reference:[[1]](#footnote-1) | **ELIMSFEE0103XX20EE[ELI ID]** |
| ELI Contract No: | BE52ZZZ0837276779 |
| Type of Payment: | ⮽ recurrent (used more than once) □ one-off (used only once) |

**Debtor Identification** (Completed by Debtor)

|  |  |  |
| --- | --- | --- |
| Name[[2]](#footnote-2) |  | |
| Address[[3]](#footnote-3) |  | |
|  | Postcode | City |
|  | Country | |
| Account No (IBAN)[[4]](#footnote-4) |  | |
| BIC[[5]](#footnote-5) |  | |

**Signature**

|  |  |  |
| --- | --- | --- |
| Date |  |  |
| Name | | Place |
| Signature[[6]](#footnote-6) | | |

1. Max 35 characters. [↑](#footnote-ref-1)
2. Max 70 characters. [↑](#footnote-ref-2)
3. Max 70 characters. [↑](#footnote-ref-3)
4. Max 34 characters. You can find your IBAN on your bank statement or card. [↑](#footnote-ref-4)
5. Max 11 characters. You can find your BIC on your bank statement or card. [↑](#footnote-ref-5)
6. The Debtor must send this mandate to the Creditor. [↑](#footnote-ref-6)