

SEPA transfer orders

TECHNICAL CHARACTERISTICS

PAPER CHARACTERISTICS

The transfer orders must be printed on white paper weighing a minimum of 80 g/m² and a maximum of 90 g/m². The paper must not be fluorescent.

Environment-friendly paper qualities (inter alia unbleached paper or paper with very low chlorine levels) may be used if they meet the requirements.

INK CHARACTERISTICS

- The form is printed in red ink.
- The headings are printed in red ink (PMS OCR Warm Red).
- If high heat laser printers are used, the ink must be heat-resistant.

BACKGROUND CHARACTERISTICS

Background: 120 to 133 lines per inch, 20% red, except for the bar headed 'On filling in ...', the headings and the bank's logo, which are printed in plano (red, 100%). For xerographic paper: 120 lines per inch.

FANFOLD FORMS

When the forms are printed in plano, they can be separated readily along a perforation line of microperforations. On processing them in view of sending them, they should also be folded exactly on that perforation line.

Fanfold forms do not have any microperforations and are to be cut off. In order to facilitate the possible mechanical cutting off, a cutting line is printed, on the lay-out, at the four corners of the form.

The pin-feed zone on forms printed in plano bears the mention 'Please tear off this strip along the perforation before sending' (type size 6 lean), transverse to the reading direction, basis 3 millimetre from the left-hand edge and centred upwards. On using fanfold forms with obligatory cutting-off, this mention should be replaced by 'Please cut off this strip along this cutting line before sending'. Type size and positioning are the same.

OFFICIAL PRINTING FILMS

Printers wanting to print transfer orders, must comply entirely with the technical characteristics of the paper and must use the printing files (Dutch, French, German, Dutch-French, French-German, German-French, English*, Dutch-French-German*) which are provided on this website.

Optional mentions (also possible during personalisation) if the publisher is a bank: the name of the bank or the logo of the bank at 89 millimetre from the bottom edge; from 5 to 80 millimetre from the left-hand edge.

[Sample forms](#)

CODES:

N = Dutch F= French D = German NF = Dutch-French FN = French-Dutch
FD = French-German DF = German-French E = English NFD = Dutch-French-English

(*) users of these forms have to take into account the applicable laws on the use of languages