

5 advantages of using the SEPA direct debit procedure

- * You will never need to fill in a bank transfer form again
- * You no longer have to inform your bank if any details change
- * You will not be able to forget to pay on time
- * You will avoid warning letters and late payment fees
- * You will not have to go to your bank



And this is how it works...

- 1.** Please print out the following form, fill it in, sign it by hand and send it to:
Helvetica Services GmbH, Kantstraße 115, 10627 Berlin
- 2.** Please specify the date that we should start to collect payments from your account. Please continue to transfer amounts due before this date in the normal manner, as retroactive collection of funds from your account is not possible. Be sure to cancel any existing standing orders with your bank in good time so as to avoid double payments.
- 3.** Please ensure that your account always has sufficient funds to cover the amount to be collected by direct debit. If you do not have sufficient funds, your bank is not obliged to make the payment.
- 4.** Please inform us in good time if your bank account details change.

SEPA direct debit mandate

Payee: Helvetica Services GmbH
Kantstraße 115 · 10627 Berlin

Payee-ID: Will be provided along with pre-notification

SEPA-mandate reference: Will be provided along with pre-notification

SEPA-mandate for: Rent contract no. [REDACTED]

Contractual partner: Mr / Ms [REDACTED]

I authorise the payee named above to collect funds from my account by direct debit. At the same time, I instruct my bank to debit my account to meet the direct payments collected by the payee.

Note: I can demand the reimbursement of the debited amount within eight weeks of the date of collection. The conditions agreed with my bank shall apply.

Name of account holder: [REDACTED]

Address of account holder: [REDACTED]
[REDACTED]

Name of Bank: [REDACTED]

IBAN: [REDACTED]

+BIC: [REDACTED]

The mandate shall apply from: [REDACTED]

until: [REDACTED]

Place, date: [REDACTED]

Signature:
.....