

SEPA

Single Euro Payments Area

SEPA

Single Euro Payments Area means the area in Europe where individuals and businesses can make cross-border payments in Euro and also receive these payments.

SEPA guarantees the possibility to make and receive payments from a domestic bank to another country in the SEPA area using the common standard - in accordance with the same rules, rights and duties, irrespective of the place of making the transaction.

SEPA IN BANK MILLENNIUM

We hope that this guide explains your doubts, but first of all will facilitate SEPA usage – new European standard to receive and make transfers in Euro in any EU member country.



Millennium
bank

Life inspires us

HOW TO MAKE SEPA TRANSFER?

- 1 Link to the form that enables to make cross-border payment in SEPA standard is located in **left menu** (the same as for different type of transfers).

The screenshot shows the Millennium bank website interface. On the left, there is a navigation menu with options: My Finances, Current accounts, Upcoming payments, Transfers, Standing orders, Direct Debit, Beneficiaries, Term deposits, Cards, and Loan accounts. The 'Transfers' option is highlighted with a pink box, and a sub-menu is open showing 'Pending', 'Between my accounts', 'Domestic', '3 in 1 ZUS Transfer', 'Foreign', and 'Tax'. The 'Foreign' option is also highlighted with a pink box. A blue callout box with an arrow pointing to 'Foreign' contains the text: 'Choose option Transfers > Foreign'. In the background, the 'Current Accounts list' table is visible, showing columns for Number, Current balance, Available funds, and Blocked funds. The table contains one entry with account number 0075094234 and a current balance of 22,143.49 PLN.

- 2 Enter **name, address and country** for beneficiary and **beneficiary bank's country**.

The screenshot shows the 'Foreign transfer' form. It includes fields for: 'Select from the list' (a dropdown menu with 'Choose' selected), 'Beneficiary*' (text input with 'Anna Smidth'), 'Beneficiary address' (text input), 'Beneficiary country*' (dropdown menu with 'Germany' selected), and 'Beneficiary bank country*' (dropdown menu with '--- Select ---' selected). A dropdown menu is open for 'Beneficiary bank country*', showing a list of countries including Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, and Bahrain. The 'Austria' option is highlighted with a blue bar. A blue callout box with an arrow pointing to the dropdown menu contains the text: 'From the options choose proper country'.

Single Euro Payments Area includes the EU member countries, plus Switzerland, Iceland, Liechtenstein and Norway.

- 3 In order to make a transfer in SEPA system it is indispensable to enter a valid **beneficiary account number in IBAN format** and **BIC code (SWIFT code)** of bank of the beneficiary.

The image shows a 'Foreign transfer' form with the following fields and values:

- Select from the list: Choose
- Beneficiary: Anna Smith
- Beneficiary address: (empty)
- Beneficiary country: Germany
- Beneficiary bank country: Germany
- Beneficiary account number in IBAN format: DE66291656810109960400 (with a 'Suggest SWIFT code' link to its right)
- Beneficiary bank SWIFT code: GENODEFFXXX (with a note below: '8 or 11 characters e.g. BCOMPTPL')
- Amount: 100.00
- Charges payment option: Standard (shared charges)

A blue callout box with a white background and a blue border contains the text: 'You can use option Suggest SWIFT code'. A blue arrow points from the callout box to the 'Suggest SWIFT code' link in the form.

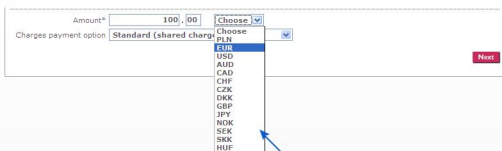


Entering the valid BIC code and account in IBAN standard is indispensable to consider transaction as consistent with SEPA standards. .

IBAN (The International Bank Account Number) is an international standard for identifying bank accounts – it should start from country code (for example for Poland PL, for Germany DE), for example: PL12 1234 5678 1234 5678 9012 3456BIC

SWIFT is the beneficiary bank identifier code – consist from 8 or 11 marks, for example: BCOMPTPL

- 4 Enter the **transfer amount** and **choose the currency**.



The screenshot shows a form with two main fields. The first field is labeled 'Amount*' and contains the value '100,00'. To its right is a dropdown menu labeled 'Choose' with a downward arrow. The second field is labeled 'Charges payment option' and contains the text 'Standard (shared charge)'. To its right is another dropdown menu labeled 'Choose' with a downward arrow. This second dropdown menu is open, displaying a list of currency codes: EUR, USD, AUD, CAD, CHF, CZK, DKK, GBP, JPY, NOK, SEK, and HUF. The 'EUR' option is highlighted in blue. A red 'Next' button is located in the bottom right corner of the form area. A blue arrow points from the 'EUR' option in the dropdown to a callout box.

From the available options
choose proper currency

- ! To consider transaction as SEPA transfer (consistent with SEPA standards) transaction needs to be always in **Euro currency**.

- 5 Choose the **charges payment option** and click **Next** button



The screenshot shows the same form as in the previous step. The 'Amount*' field still contains '100,00' and the 'Choose' dropdown next to it now shows 'EUR'. The 'Charges payment option' dropdown menu is open, displaying three options: 'Standard (shared charges)', 'Beneficiary only', and 'Originator only'. The 'Standard (shared charges)' option is highlighted in blue. A red 'Next' button is visible in the bottom right corner. A blue arrow points from the 'Standard (shared charges)' option to a callout box.

From the available charges
payment options
choose Standard

- ! **Standard option** means that charges payment is divided into beneficiary and originator. Beneficiary and originator respond for the own charges.

- 6 Verify data entered earlier, choose account number, from which you can make the transfer and account which will be debited against charges.

Foreign transfer

This transfer will be executed as a SEPA transfer.

Beneficiary [Modify](#)

Beneficiary's account DE66291656810109960400
number
Beneficiary **Anna Smith**
Beneficiary address
Beneficiary country **Germany**

Beneficiary bank [Modify](#)

Beneficiary bank SWIFT **GENODEFF33X**
code
Beneficiary bank name **DZ BANK AG DEUTSCHE ZENTRAL GENOSSENSCHAFTSBANK**
Beneficiary bank address **FRANKFURT AM MAIN**
Beneficiary bank country **Germany**

Transfer details

From Account	Available Balance	Currency
0075094234 - KONTO OSOBISTE PREMIUM	22,143.49	PLN

Account to be debited against charges

0075094234 - KONTO OSOBISTE PREMIUM

Charges payment option **Standard (shared)**

Amount **100.00 EUR** [Modify](#)

Negotiated currency exchange rate

Transfer description*

Additional optional data

Originator reference number

Originator identification **None**

Beneficiary identification **None**

I accept Bank's conditions specified in the documents: "Cross-border Transfers Rules" and "Rules followed in payment order execution in foreign currency transactions".

[Back](#) [Accept](#)

Choose account number

Enter transfer description

- 7 Enter transfer description, accept conditions and click **Accept** button

Additional optional data

Originator reference number

Originator identification **Private identifier**

Identifier type **Driver's license number**

Number

Issuer

Beneficiary identification **None**



You have possibility to enter additional identify code for beneficiary and originator of transfer.

- 8 Verify all entered data and click **Accept** button

Foreign transfer

Beneficiary

Beneficiary's account number DE66291656810109960400
Beneficiary Anna Smidth
Beneficiary address
Beneficiary country Germany

Beneficiary bank

Beneficiary bank SWIFT code GENDEFFXXX
Beneficiary bank name DZ BANK AG DEUTSCHE ZENTRAL GENOSSENSCHAFTSBANK
Beneficiary bank address FRANKFURT AM MAIN
Beneficiary bank country Germany

Transfer details

From Account	Available Balance	Currency
0075094234 - KONTO OSOBISTE PREMIUM	22,143.49	PLN

Account to be debited against charges	Available Balance	Currency
0075094234 - KONTO OSOBISTE PREMIUM	22,143.49	PLN

Charges payment option **Standard (shared charges)**
Amount **100.00 EUR**
Transfer description: **SEPA Transfer**

- 9 On the next screen you will be asked to enter SMSp@ssword.

- 10 After password verification you will see the screen with the confirmation of transfer.

Foreign transfer

Transfer order has been registered and will be processed according to the Bank rules.

More information about SEPA you can find in Bank Millennium portal www.bankmillennium.pl in section Individuals > Products & services > Banking services > SEPA

Help

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