

SEPA Direct Debit payment system

CNA

This scheme is only possible within EU countries

What is a SEPA direct debit?

With a SEPA Direct Debit you are instructing and authorising the EPNS to collect your fees directly from your account. If you select this to happen as recurrent payments (every year), it takes away the need for you to remember to pay your fees each year by ensuring regular, safe and efficient payments. On a pre-advised date each year, the EPNS will collect the annual fee directly from the account stated on the form. Afterwards you will receive written confirmation from the EPNS that the annual support fund has been settled. Direct debit will substantially reduce our administration costs.

It's very simple, here is what you need to do:

1. Select 'payment by direct debit'
2. Fill in the form. The form MUST be completed clearly, in full
3. Please note, the 'payee name' which you need to write on the form twice is 'EPNS'.
4. Please note 'Name of payer's payment service provider' is the name of the Bank where the account which will be paying the fee is held
5. Please state the name of your country and "CNA" in the 'Space for any other information provided by payer'.
6. If you select Mandate for a one-off payment – please confirm by writing in the 'Space for any other information provided by payer ' which year you would like to pay
7. If you know the CNA membership number of your country, please write it in the 'Space for any other information provided by payer' (don't worry if you don't know your membership number though)
8. Print the 'SEPA direct debit mandate for SEPA core direct debits' forms.
9. Remember to sign and date the form – please note that 'place' is the location (city) where the form is signed.
10. Keep the form 'copy for payer' for your records
11. Post the form 'copy for payee' to the address on the form OR scan a copy of the mandate and email to info@epns.info