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**Please complete using Tab between fields and email to IAF office at INSEAD**

**IAF\_Gift\_Team@insead.edu.**

**For any queries, please call the office at +33 1 60 72 42 16**

**SEPA direct DeBIt with INSEAD**

**SEPA** (Single European Payments Area) **Direct** **Debit** is a Europe-wide Direct Debit system that allows merchants to collect Euro-denominated payments from accounts in the [SEPA countries and associated territories](https://gocardless.com/guides/sepa/countries/)\*.

In order to set up a SEPA Direct Debit, a mandate needs to be established. Please fill out this form and send it to the INSEAD Alumni Fund (IAF) office at [IAF\_Gift\_Team@insead.edu](mailto:IAF_Gift_Team@insead.edu) or fax it to +33 (0)1 60 72 93 70. After receipt of this form, the IAF will provide you with your mandate for signature.

After receipt of the signed mandated, the IAF will reconfirm with you your SEPA Direct Debit and its payment schedule.

**Donor information:**

Name:       First name:

Address:

Postal Code:       Town:

Country:

**Bank details:**

Name of the bank:

Address:

Postal Code:       Town:

Country:

IBAN (International Bank Account Number):

BIC (Bank Identifier Code):

Please deduct the  monthly/  quarterly/  yearly sum of €       from the above mentioned account until further notice or until DD/MM/YY (specify date).

*\*Austria, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland1, France2, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal3, Romania, San Marino, Slovakia , Slovenia, Spain4, Sweden.*

1. *Including Aland Islands*
2. *Including French Guiana, Guadeloupe, Martinique, Mayotte, Saint Barthélemy, Saint Martin (French part), Réunion and Saint Pierre and Miquelon*
3. *Including Azores and Madeira*
4. *Including Canary Islands and Ceuta en Melilla*

**INSEAD Alumni Fund, Boulevard de Constance, 77305 Fontainebleau Cedex, France**

Tel: (33) 1 60 72 42 16 | Fax: (33) 1 60 72 93 70 | e-mail: [**iaf@insead.edu**](mailto:iaf@insead.edu) **|** [**give.insead.edu**](http://www.giveto.insead.edu)

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