



PAYMENT REQUEST FOR CONTRACTED SERVICES INTEGRATED AS REGULAR INCOME

DOCUMENT NO. _____ TYPE _____ YEAR _____

Stamp duty
Euro 1.81

To the Head of the Management Centre

The undersigned:

Name _____

Place and date of birth _____

Residence (city - postal code - street address) _____

Fiscal code _____

Regarding:

| contract no. _____ signed on _____

| appointment made on _____

_____ requests
the amount of Euro _____ in addition to the related social security and tax contributions for:

| contract for coordinated and continuous collaboration, period from _____ to _____
or for no. _____ hours

| scholarship (specify type) _____

| research assignment

by means:

m direct credit to bank account ⁽¹⁾

m other acceptable methods ⁽²⁾ _____

The Undersigned declares to have been informed that the personal data contained in this present form is to be stored in the paper-based and electronic archives of the University and used only for institutional needs. I also declare to have received the information provided by art. 13 of the D.Lgs. dated 30 June 2003, no. 196 (Italian Law on personal data protection).

date _____

signature _____

(1) to fill out only if it is changed compared to the contract

(2) any other expenses shall be paid by the beneficiary



PART RESERVED TO THE PROPONENT

Having confirmed the correct carrying out of the service, payment is hereby authorised.

The cost is to be assigned to the Project/ Cost Centre _____

date _____

signature _____

PART RESERVED TO THE REIMBURSEMENT OFFICE

Gross compensation	Euro _____
Social Security	Euro _____
I.N.A.I.L.*	Euro _____
Fiscal withholdings	Euro _____
Net to pay	Euro _____

VENDOR CODE NUMBER

□ □ □ □ □ □ □ □

CODE NUMBER CO.GE ACCOUNT

□ □ □ □ □ □ □ □ □ □

* Insurance against accident at work



TO FILL OUT ONLY IF BANK DATES ARE NEEDED

COMPANY NAME/LAST NAME _____

PAYMENTS

IF PAYMENT BY WIRE TRANSFER TO EUROPEAN STATES THAT AGREE TO IBAN RULE (SEE THE WARNINGS BELOW):

BANK DESCRIPTION company name _____ address _____ no. _____ city _____ postal code _____ country _____

country code bank code no. bank acct. CIN

IBAN

IBAN grid

SWIFT CODE

IF PAYMENT BY WIRE TRANSFER TO FOREIGN STATES THAT DO NOT AGREE TO IBAN RULE (SEE THE WARNINGS BELOW):

BANK DESCRIPTION company name _____ address _____ no. _____ city _____ postal code _____ country _____

country code bank code BLZ / SORT CODE / ABA

SWIFT CODE no. bank acct.

date _____ signature _____



NOTES FOR BANK PAYMENTS.

q WIRE TRANSFERS WITHIN ITALY.

Please provide the following information:

- Complete details of the bank (branch, address, city ..);
- Country code (IT);
- Sort code/bank no. (basic bank code) (10 numeric characters);
- Account number (12 alphanumeric characters);
- National control number (1 letter).
- IBAN code (27 alphanumeric characters);

q WIRE TRANSFERS TO EUROPEAN COUNTRIES THAT SUBSCRIBE TO THE IBAN STANDARD.

In addition to Italy, the European countries that subscribe to the IBAN standard as of 29 April 2004 include: Andorra, Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Great Britain, Greece, Hungary, Iceland, Ireland, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. Banks in these countries require the following information:

- Complete details of the bank (branch, address, city ..);
- Country code (2 characters - shown in the SAP table);
- Bank code (corresponding to the national code of the bank, e.g.: code banque – code guichet, BLZ, sort code, etc);
- Account no.
- National control number (control field mandatory only for FRANCE, SPAIN, AND PORTUGAL)
- IBAN code;
- Swift code (mandatory regardless of the country of destination of the wire transfer - max 11 characters).

q WIRE TRANSFERS TO EUROPEAN COUNTRIES THAT DO NOT SUBSCRIBE TO THE IBAN STANDARD.

- Complete details of the bank (branch, address, city ..);
- Country code (2 characters - shown in the SAP table);
- Account no.
- Swift code (mandatory regardless of the country of destination of the wire transfer - max 11 characters).
- The ABA code is mandatory for transfers to the United States (entered into the bank code field) as it is not always possible to obtain the correct SWIFT. Always ask for this information.

The account number must be entered without spaces, dashes or slashes. The IBAN code is mandatory. The Treasurer cannot make the payment without this number (except for wire transfers to countries not subscribing to the IBAN standard).

The length of the IBAN code varies to a maximum of 34 alphanumeric characters, depending on the foreign country. The first two digits identify the country code, the next two numbers represent the control digit of the accuracy of the IBAN, and the remaining digits correspond to local information, such as the bank and the account number.

Be as complete and accurate as possible in providing information to avoid delays in payment.