

## Handle payments easily and securely

Payment order (PO), standing order (SO) and e-finance

For recurring payments of fixed amounts, we offer the free standing order.

### Here's how the payment order works

- On the payment order form, you fill in the total amount, when it is due as well as the number of slips, confirm with your signature and send us the slips and the form in an envelope.
- We process all payments on the day we receive them and execute them on the day you specify.

### Prices and conditions

#### Account to account transfer<sup>1</sup>

Domestic	Free of charge <sup>2</sup>
International	Products and prices at <a href="https://postfinance.ch/prices">postfinance.ch/prices</a>

#### Data submission

Up to 24 payment orders per year	Free of charge
From 25 payment orders per year	CHF 5/order
Submission of payment order in any format (letter, list, etc.)	No offer
Standing order	Free of charge

#### Data delivery (notification)

	Paper	E-finance (ISO 20022 or PDF)
Payment confirmation <sup>3</sup>	CHF 1 (per document)	Free of charge
Execution confirmation payment order	CHF 1 (per document)	Free of charge
Individual confirmation payment order	Up to 10 transactions: CHF 1 (per document) For each additional transaction: CHF 0.10	Free of charge
Processing message	Free of charge	Free of charge

<sup>1</sup> Transfers in CHF to accounts in a foreign currency or vice versa are converted at the current foreign exchange rate.

<sup>2</sup> For large volumes: Price as announced by PostFinance Ltd.

<sup>3</sup> For individual payments only, not for standing orders.

### **Worldwide transfers to postal accounts and bank accounts**

International payment orders in CHF or a foreign currency are straightforward for postal account holders in Switzerland. They reach the recipient abroad in all the usual currencies.

- With Giro International you can transfer money to a postal account or a bank account abroad. Simple, cost-effective and quick.
- With Cash International you can transfer cash to a recipient abroad who does not have a postal account or bank account. Reliable, simple and cost-effective.

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The standing order is free of charge.

### **Standing order (SO)**

With the standing order, you can deal with recurring payments such as your rent, leasing payments or transfers to other accounts. It is designed for transfers to another domestic postal account in CHF or in a foreign currency and also for worldwide transfers.

### **Here's how it works**

- Complete the standing order form and send it to us.
- You are sent written confirmation immediately.
- The standing order is automatically transferred by us on the date you specify.
- You specify the following as required:
  - Frequency
  - Execution date
  - Execution type

### **Particularly simple: transfers in e-finance**

Payment orders and standing orders can be handled in a single step through e-finance:

- You can conveniently record, issue and submit payment orders, standing orders and outpayment orders at any time from your computer.
- You can modify or cancel payment orders and standing orders (even after they have been submitted to PostFinance).
- You can select additional frequencies for e-finance standing orders.
- You can benefit fully from the advantages of the electronic payment order (EPO).
- You always maintain a current overview of all account transactions, incoming payments and a lot more.
- You will find a demo version at [postfinance.ch/e-finance](http://postfinance.ch/e-finance). You will see just how simple and reliable e-finance is.

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The most cost-effective and practical solution around: handled via e-finance.

### **Information and forms**

Further information as well as the standing order (SO) application form and the form to receive order payment orders can be found online at [postfinance.ch/so](http://postfinance.ch/so) or [postfinance.ch/po](http://postfinance.ch/po).

You can contact us by telephone on 0848 888 900 (max. CHF 0.08/min. in Switzerland).