

How to make payments in cash

Outpayment slip (OSR)

You can use the outpayment slip (OSR) to pay salaries or refunds or any kind of cash outpayment to recipients whose account number you do not have.

Use the OSR to handle cash outpayments to recipients without an account quickly and securely.

This is how the outpayment slip (OSR) works

- You receive (pre-printed) OSR slips from one of PostFinance Ltd's authorized printers.
- Set amounts can be entered in advance or the respective field is left blank and filled out by hand.
- Maximum amount in an OSR: CHF 10,000.
- The amount is paid out to the recipient at the self-operated Swiss Post branch counter or can be credited to his/her PostFinance account.
- The sum that is paid out is debited from your PostFinance account.

We recommend conducting a free document test before the slips are dispatched for the first time.

Conditions for outpayments

- Outpayments up to CHF 1,000 at any self-operated Swiss Post branch.
- Outpayments over CHF 1,000 are only paid to the recipient at the self-operated Swiss Post branch where the recipient lives.
- The recipient is required to provide proof of his/her identity.



Further information

Detailed information can be found on the Internet at www.postfinance.ch/osr.

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

Overview of outpayments

- Periodic data delivery, free of charge via e-finance or file transfer.
- Automatic booking with financial accounting software.

Prices and conditions

Outpayments OSR/OSR+	Counter ¹
Up to CHF 100	CHF 4.20
Up to CHF 500	CHF 4.40
Up to CHF 1,000	CHF 4.60
For each additional CHF 1,000 or part thereof	CHF 0.70

Data delivery	Electronic
Debit list/file (per customer number)	Free of charge

Reject	Condition
Reject (pre-printed, not machine-readable slip)	CHF 1.20/slip

Enquiries ²	Conditions
Flat fee	CHF 30

¹ A postal charge is payable for sending the OSR/OSR+ (in an envelope) to the recipient.

² Enquiries are subject to a charge, provided that PostFinance is not responsible for rendering the enquiry necessary.

Full prices at June 2020. Current prices can be found at www.postfinance.ch/prices-bc.