

99142055261000

Issue SEPA direct debit mandate for the municipality

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/6001603-99142055261000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99142055261000
Leistungsbezeichnung I	Issue SEPA direct debit mandate for the municipality
Leistungsbezeichnung II	Issue SEPA direct debit mandate for the municipality
Typisierung	5 - Kommune: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	• Verordnung (EU) Nr. 260/2012 des Europäischen Parlaments und des Rates zur Festlegung der technischen Vorschriften und der Geschäftsanforderungen für Überweisungen und Lastschriften in Euro und zur Änderung der Verordnung (EG) Nr. 924/2009 (SEPA-Verordnung) • Verfahrensmäßige Ausgestaltung der SEPA-Lastschriften Regelwerke des European Payments Council (European Payments Council Rulebooks) • Allgemeine Geschäftsbedingungen (AGB) der kontoführenden Stelle
Teaser	By issuing a SEPA direct debit mandate, you agree to the collection of payments due from claims that a municipality (municipality, city, district, special-purpose association or administrative association) has against you and at the same time instruct your bank to make the payments. The amounts due can thus be collected automatically from your account and you save yourself individual transfer orders. A direct debit is particularly suitable for recurring payments.
Volltext	By issuing a SEPA direct debit mandate, you agree to the collection of payments due from claims that a municipality (municipality, city, district, special-purpose association or administrative association) has against you and at the same time instruct your bank to make the payments. The amounts due can thus be collected automatically from your account and you save yourself individual transfer orders. A direct debit is particularly suitable for recurring payments.
Erforderliche Unterlagen	none
Voraussetzungen	You can participate in the municipality's direct debit system if you make recurring or even one-off payments to the municipality.
Kosten	none
Verfahrensablauf	You declare your participation in the SEPA Direct Debit

Modul
Sachverhalt

Scheme online or in writing on the SEPA Direct Debit Mandate form (under "Online application", if available in Amt24)

Issue SEPA mandate online

Set up a service account in Amt24 and use it to log in to the service portal. Have electronic copies of the required documents ready.

- Follow the link to the online application and fill in the data fields according to the instructions. You can save the information at any time and complete it later.
- Once all data fields have been filled in, complete the application and the data will be sent to the competent office.
- You will find the application confirmation in the inbox of your service account. You will receive a notification of incoming messages at your personal e-mail address.

Issue SEPA mandate in writing

- Fill out the form completely.
 - Print out the form and sign the printout.
 - Send the original printout to the municipality.
- Sending it by fax or e-mail is not sufficient.

Note: In the event of changes (for example, to your bank details), issue the municipality with a new SEPA direct debit mandate. You can revoke the mandate at any time by writing to the municipality.

Bearbeitungsdauer

variable

Frist

Validity of the SEPA direct debit mandate: unlimited (until receipt of revocation)

weiterführende Informationen
Hinweise
Rechtsbehelf

You can revoke a SEPA direct debit mandate by informing the contracting partner of this in writing.

Kurztext

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	