

PAYING BILLS

The easiest way to pay invoices is by direct debit or **Prélèvement automatique**. However, the **first invoice usually has to be paid by cheque or TIP** as explained below.

If you do not wish to pay by direct debit:

- 1) **Pay by TIP** (where the option is given). A **TIP** is the pink bit attached to the bottom of the invoice.

Sign and date the TIP and return it accompanied by a **RIB**, the Relève d'Identité Bancaire which can be found in your chequebook. A RIB gives your account details:

- Code Etab
- Code Guichet
- N° Compte
- Clé R.I.B. (It is advisable to keep at least one copy of your RIB.)

The amount due for the invoice concerned will be then taken by direct debit.

- 2) If the invoice has a TIP but you prefer to pay by cheque, enclose the TIP with the cheque to identify the invoice being paid, but **DO NOT SIGN THE TIP.**
- 3) If the invoice does not include a TIP then you must pay by cheque. On the back of the cheque, write the number of the invoice being paid and the client reference number.

If you wish to set up a direct debit to pay this a future invoices:

You can request a **direct debit** at the same time as making the payment. See the sample letter below.

Sample letter to request a direct debit

Your name and address

Company name and address

date

Réf. Client (usually found at the top left of your invoice)

Monsieur,

Pour toutes factures à venir, veuillez procéder au prélèvement automatique sur ce même compte. (RIB ci joint).

Merci d'avance.

This requests that all future invoices be debited from the bank account shown on the **RIB**.
(Don't forget to include a **RIB** with the letter!)

NB: Some companies may reply to this request with a pre-printed form to authorise the direct debit.