



### PAYMENT ORDER FORM

Cash Pledge, Cash Request, Pledge Letter

The "Pledge Cash Request" or "Pledge Letter" need to be attached to this form as a joint PDF.

All payment orders need to have a reference number according to the following instructions. The reference number is a unique number that only applies to this specific payment order. As the responsible administrator you are obliged to make sure that the reference number is correct.

**Pledge number reference:** Should be the same reference number as the pledge followed by a hyphen and which payment order it refers to e.g., M1502011-1, M1502011-2.

**Cash Request number reference:** Starts by "CR" followed by country code and date in format YYYYMMDD. E.g. Cash Request to Uganda would be: CRUG20210412.

**Pledge Letter number reference:** Starts by "PL" followed by country code and date (requested date of payment in Pledge Letter) in format YYYYMMDD. E.g., Pledge Letter to Uganda would be: PLUG20210412.

Contact person

Date

Department

Business unit

Payment-associated organization (Full name, no abbreviation)

Reference number (See instructions at the top of this form, eg. "Pledge number reference")

IBAN (International Bank Account Number)

BIC/SWIFT

Account number corresponds to the account number of the agreement

Intermediary/correspondent bank (Full name, no abbreviation)

Requested amount (numbers only)

Currency

Account	Org. Code	Project Code	Counterpart	Employee ID	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save this "Payment order form" as a pdf together with the agreement (Pledge Cash Request or Pledge Letter). The payment order form should be the first page in the pdf-document. E-mail your request as one file to [faktura@redcross.se](mailto:faktura@redcross.se)