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# International Standard



# 6260

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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

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## Mail payment orders

*Ordre de paiement par voie postale*

First edition — 1984-10-01

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[ISO 6260:1984](#)

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**Descriptors:** banking, banking documents, payment, forms (paper), mail, data layout.

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 6260 was prepared by Technical Committee ISO/TC 68, *Banking*.

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# Mail payment orders

## iTeh STANDARD PREVIEW (standards.iteh.ai)

### 1 Scope and field of application

This International Standard defines data elements used on mail payment orders for use between banks, and specifies a layout key for the form to be used.

### 2 References

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 3535, *Forms design sheet and layout chart.*

ISO 4217, *Codes for the representation of currencies and funds.*

3 Data elements

The data elements given in the following table are listed in the order in which they appear on specimen form 1 on page 4.

Table — Data elements

Field number	Field name	Field definition	Entry
①	Sending bank (and issuing branch)	The bank sending the mail payment order.	Name of bank, branch, city and country. Logotype may be used.
②	Document name	The name describing the function of the document.	<b>MAIL PAYMENT ORDER</b> (preprinted).
③	Transaction reference	The reference of the sending bank.	Reference data. (S.W.I.F.T. field 20)
④	Date of issue	The date the document was issued.	If written numerically, the date shall be written as specified in ISO 2014, for example 1978-12-15 (i.e. year-month-day).
⑤	Receiving bank	The bank to which the mail payment order is sent.	Name of bank and postal address <sup>1)</sup> .
⑥	Ordering customer	The customer who originates the transaction.	Identification of the ordering customer. (S.W.I.F.T. field 50)
⑦	Please pay	An instruction to provide funds to the designated payee.	Please pay, (usually preprinted). (S.W.I.F.T. field 71A)
	— Less charges	Charges — Procedure by which the receiving bank should collect its commission and expenses relating to the payment	Appropriate instructions to pay less charges or to charge to the sender's account.
	— Charges to our account		
⑧	Ordering bank	The bank of the ordering customer.	Identification of the bank. (S.W.I.F.T. field 52s)
	References	References of the ordering bank.	Reference data.
⑨	Value date	The date (if known) on which the funds will be at the disposal of the receiving bank.	If written numerically, the date shall be written as specified in ISO 2014, for example 1978-12-15 (i.e. year-month-day).
	Currency	The particular monetary unit utilized in the payment order.	Alpha currency code, as specified in ISO 4217. (S.W.I.F.T. field 32A)
	Amount	The value in units of currency.	Amount in figures, preceded and followed by opening and closing marks respectively. (S.W.I.F.T. field 32A)
	Repetition of amount	A repetition in words or figures representing the amount.	Amount in words or figures.
⑩	Bank to bank information	Contains additional instructions or information for the receiving bank.	Free text. (S.W.I.F.T. field 72)
⑪	Beneficiary	The party to whom payment is ultimately made.	Identification of the beneficiary, for example name and address, passport number etc. (S.W.I.F.T. field 59)

1) The address should be as abbreviated as possible without jeopardizing postal delivery. Window envelope requirements should be observed.

Table (concluded)

Field number	Field name	Field definition	Entry
⑫	Method of reimbursement	Additional settlement information.	Examples : sender's correspondent bank ; receiver's correspondent bank ; we credit you ; debit our account ; account numbers. (S.W.I.F.T. field 53, alternatively fields 53 + 54)
⑬	In account with bank	The bank making the payment to the beneficiary, if other than the receiving bank.	Identification of the "account with" bank. (S.W.I.F.T. field 57s)
⑭	Details of payment	Information for the beneficiary from the ordering customer.	Free text. (S.W.I.F.T. field 70)
⑮	Authorization	Authorization of the payment.	Signature(s) or other authorization.

## NOTES

1 Where it is necessary to provide covering funds to the bank effecting the payment, Field 12 should indicate the name of the bank at which cover will be provided and a separate payment instruction should be issued to that bank. Care shall be taken to ensure that the exact reference of the primary payment order is given in the separate payment instruction. In these circumstances the name of the ultimate beneficiary of the original payment order shall not be quoted.

2 Field numbers (tags) assigned by S.W.I.F.T. (Society for Worldwide Interbank Financial Telecommunications) as per date of issue of this International Standard are noted within parentheses in the entry column above. These numbers may at the discretion of the user be included within parentheses in positions marked xxx on the specimen form 1. (See specimen form 2.)

## ISO 6260:1984

## 4 Form

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## 4.1 Size

The size of the form shall be 2/3 A4L (198 mm × 210 mm).<sup>1)</sup>

## 4.2 Layout

The layout shall be as shown in specimen form 1 on page 4. A completed example, specimen form 2, is given on page 5.

Fields 5 and 6 may be interchanged to suit national postal requirements for window envelopes.

NOTE — On the original, the box for the receiving bank shall be printed with heavier lines.

## 4.3 Duplicates

It is recommended that only the original be sent, but if duplicates are sent they shall have a print across the page indicating in the languages used that they are duplicates. Duplicates shall not contain authorization.

NOTE — On duplicates (if any), the box for the addressee shall be printed with heavier lines.

## 5 Languages

The language(s) of the preprinted text shall be:

- English or French;
- the native language of the originator (optional);
- any other language(s) (optional).

1) The image area can also be accommodated on the corresponding North American form size.



**Specimen form 2 — Example of completed mail payment order**

NOTES

- 1 The data entries are typical for a Swedish bank. A copy of the document is mailed to the ordering customer in a window envelope.
- 2 S.W.I.F.T. field numbers (tags) are included in this example.

<b>MAIL PAYMENT ORDER</b>	
Sending bank (and issuing branch) SVENSKA BANKEN STOCKHOLM SWEDEN	(20) Transaction reference 123456 Date of issue 1982-03-16
Receiving bank X-Bank Limited 12 Anyway SOMETOWN, STATE 99999 USA	(50) Ordering customer John Bankman Box 123 S-12345 MELLANSTAD
(71A) Please pay <input checked="" type="checkbox"/> less charges <input type="checkbox"/> charges to our account	(52s) Ordering bank _____ _____ _____
(32A) Value date 1982-03-19 Currency Amount SEK x575,50x Repetition of amount Five, seven, five and five, zero	References (72) Bank to bank information Beneficiary will call, pay upon identification
(59) Beneficiary Eric Bankman	(53) Method of reimbursement (53 + 54) Debit our account
(57s) In account with bank	Authorization SVENSKA BANKEN
(70) Details of payment Travelling expenses	Authorization SVENSKA BANKEN

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