# INTERNATIONAL STANDARD

**ISO**
**6680**

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

## International cheque remittance

*Remise de chèque(s) internationale*

# 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. Each 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 6680 was prepared by Technical Committee ISO/TC 68, *Banking*.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

# International cheque remittance

## 1  Scope and field of application

This International Standard specifies the data elements to be used in clean cheque remittances between banks.

The form can be used for the remittance of one cheque or an enclosed list of cheques. The remitter's transaction reference should also be quoted on the list. In such cases, the amount on the form must correspond to the total amount on the list.

The text on the form may be preprinted or entered when the form is completed.

## 2  References

ISO 269, *Correspondence envelopes — Designation and sizes*.

ISO 1831, *Printing specifications for optical character recognition*.

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

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

## 3  Types of remittance and forms

Three types of remittance are covered by this International Standard :

a)  cheques remitted for immediate credit under usual reserve;

b)  cheques remitted for credit only after final payment or clearance;

c)  cheques remitted to the debit of the receiving bank's account under usual reserve.

## 4  Data elements

The data elements shown in the following table are those most commonly used in cheque remittances. They are listed in order of "field numbers" (see figure 1 for the layout of fields on the form).

| Field reference | Status | Name | Description | Representation |
|---|---|---|---|---|
| 1 | Mandatory | Remitting bank | The bank, division or branch sending the cheque remittance | Name of the bank, division or branch, city, country; logotype may be used |
| 2 | Mandatory | Document name | The name describing the function of the document | INTERNATIONAL CHEQUE REMITTANCE |
| 3 | Mandatory | Date of issue | The date the document was issued | Date, written as specified in ISO 2014 and represented as YY MM DD for example 85 11 20 |
| 4 | Mandatory | Transaction reference | The reference assigned by the remitting bank | Reference data |
| 5 | Conditional (see notes 1 and 2) | Account identification | Identification of the remitting bank's account at the receiving bank | Identification data |
| 6 | Mandatory (see note 3) | Receiving bank | The bank to which the cheque remittance is sent | Name and postal address of bank |
| 7 | Conditional (see note 3) | Account owner of remitting bank | The account owner of the remitting bank | Name and postal address of account owner |
| 8 | Mandatory (see note 4) | Instructions | Instructions for payment | Pre-printed : "for immediate credit under usual reserve" or "for credit after final payment" or "we debit your account with us under usual reserve" |
| 9 | Conditional (see note 5) | Additional instruction | Any instructions the remitting bank wants to add | Free text |
| 10 | Conditional (see note 2) | Remitting bank's internal number | The remitting bank's internal account number | Reference data |
| 11 | Mandatory | Number of items | The number of items comprising the cheque remittance | A number |
| 12 | Conditional (see note 6) | Value date | The date on which the funds are at the disposal of the remitting bank | Date, written as specified in ISO 2014 and represented as YY MM DD for example 85 11 20 |
| 13 | Mandatory | Currency and amount | The particular monetary unit utilized in the cheque remittance and value in units of currency | Three-letter currency and funds code as in ISO 4217 and amount in figures |
| 14 | Conditional (see note 2) | For remitting bank's use | For internal bank purpose | Blocked field (the amount will be readable on a through-print) |
| 15 | — | — | Blank field, reserved for machine-readable data | |

NOTES

1   The remitting bank is encouraged to complete this field to identify their account at the receiving bank which is to be credited with the proceeds of the remittance.

2   If required by the remitting bank's system.

3   Field 6 and 7 may be interchanged to meet national postal regulations.

4   Banks may choose to print the form with one, two or all three alternative instructions.

5   To be used if the remitting bank considers that the data in other fields are not adequate to define the remittance.

6   The indication of the value date is required in the case of a remittance to the debit of the receiving bank's account. In all other cases, the indication in this field is for the internal reference of the remitting bank.

## 5 Form

### 5.1 Size

The image area size shall be 1/3 A4L (93,1 mm × 183 mm)[1].

### 5.2 Layout

The layout shall be as shown in figure 1. A completed example, specimen form 2, is shown in figure 2. If forms are to be dispatched in window envelopes of the size DL specified in ISO 269 (110 mm × 220 mm), it is important that their depth should be increased to avoid undue movement of the insert in the envelope. They shall be provided with a detachable stub, 11,9 mm deep, at the top of the form as shown in figure 2.

### 5.3 Duplicates

Only the original shall be sent. A duplicate copy may be provided for the remitting bank. A specimen of a suggested duplicate copy is shown in figure 3.

## 6 Paper and print

The quality of the paper and print used for remittance forms shall be in accordance with ISO 1831. The paper used for top copies of the form shall be suitable for MICR and OCR and the printing used on these copies shall be in black, well-contrasted for ease of photocopying.

## 7 Languages

The language(s) of the preprinted text shall be

a) English or French;

b) The native language of the originator (optional);

c) any other language(s) (optional).

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

iTeh STANDARD PREVIEW
(standards.iteh.ai)

ISO 6680:1987
https://standards.iteh.ai/catalog/standards/sist/843d3fdc-38ea-4cab-85db-
0d3c0860552 1/iso-6680-1987

183 mm

91,5 mm

91,5 mm

93,1 mm

22 bds *

3 × 2 bds

6 bds

4 bds

2 bds

4 bds

Remitting Bank

② INTERNATIONAL CHEQUE REMITTANCE

Date of Issue

③ YY MM DD

Transaction Reference ④

Account Identification ⑤

Account owner of remitting bank ⑦

Additional Instructions ⑨

Currency and amount ⑬

⑭

⑮

Receiving Bank ⑥

Instructions

For immediate credit under usual reserve
For credit after final payment
We debit your account with us under usual reserve

⑧

Remitting Bank's Intern No. ⑩

No. of Items ⑪

Value Date ⑫
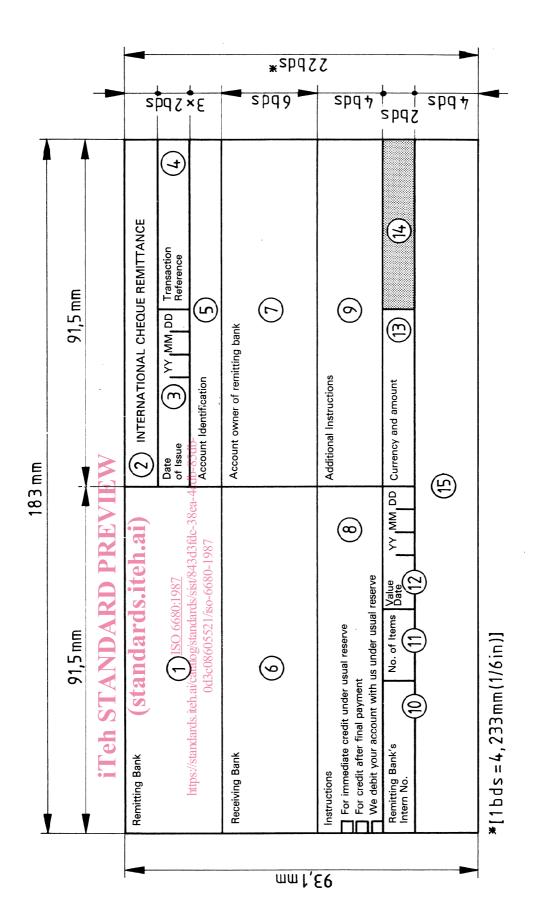
YY MM DD

*[1 bds = 4,233 mm (1/6 in)]

Figure 1 — Design of the International cheque remittance form (image area only) showing layout of fields, dimensions and field numbers (see the table in clause 4)
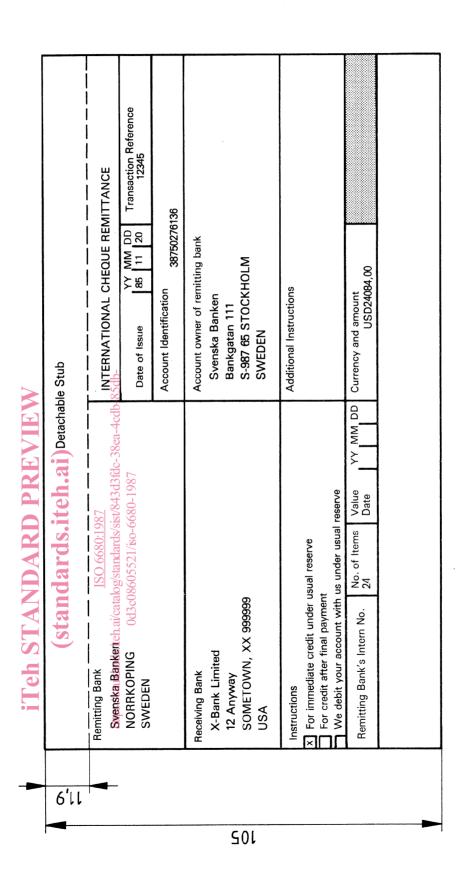
4

Dimensions in millimetres



**Figure 2 — International cheque remittance form with detachable stub making it suitable for insertion in window envelopes**

**Annex**

## Example of a duplicate copy

(This annex does not form part of the standard.)

| INTERNATIONAL CHEQUE REMITTANCE | | |
|---|---|---|
| Date of Issue YY MM DD | | Transaction Reference |
| Account Identification | | |
| Account owner of remitting bank | | |
| Additional Instructions | | |
| Currency and amount | | |

Remitting Bank

Receiving Bank

Instructions

☐ For immediate credit under usual reserve
☐ For credit after final payment
☐ We debit your account with us under usual reserve

| Remitting Bank's Intern No. | No. of Items | Value Date | YY MM DD |
|---|---|---|---|

**Figure 3 — International cheque remittance, remitting bank's copy**