

## Information about your current account

Thank you for choosing Sparkasse Fulda to open your current account. For 225 years Sparkasse Fulda has been a reliable partner for many people and companies in the area. Here, your money is safe! You are the only person who is able to withdraw money from your personal account. Not even the government agencies have access to your money.

Here is some handy information about your personal current account:

### Opening an account

The administrative district of Fulda does not pay your social benefit in cash. That is why you definitely need such an account. Of course you can use it for all your other financial businesses as well!

- To open a current account in our financial institution we need you to bring some forms with you:
  - ✓ **‘Reference title for specific purposes’**  
You got that form when you applied for asylum
  - ✓ **‘Registration Card’**  
To receive your registration card you need to go to the town hall in the city you live.

### Without these two forms we cannot open an account for you!

- After opening the account you receive a **contract** and your **account number**. The **contract** has to be sent to the migration agency, so just give it to the social worker in your accommodation facility and he will manage it.
- You also get a bank card and your **Personal Identification Number (PIN)**, which you need to get money from our ATMs.
  - ✓ Both items come by mail: First, you receive a letter with your PIN and a few days later another letter with includes your bank card. Sign your card at its backside immediately!
  - ✓ Do not keep the card together with its PIN!!! If someone else has both, card and PIN, he/she is able to withdraw money from your account. For your own safety: **Memorize your PIN**.
- Please notice: keeping an account at Sparkasse Fulda is not for free! The basis fee is 4,00 EUR per month plus the costs for additional actions, like remittances, standing orders or direct debits. Sparkasse Fulda charges your account at the beginning of every month, so please be sure that your balance is high enough!

## Withdrawing money

Keeping your money on a bank account is safe. Your money cannot be stolen. That is why most people in Germany withdraw little amounts of money several times a month. If you have to pay bills that come regularly you can use remittances, standing orders or direct debits.

- **Please notice:** Our monthly fee includes withdrawing money 5 times a month at one of Sparkasse Fulda's ATMs. Furthermore you can get cash from ATMs all over the world using your bank card and the matching PIN. A withdrawal at a foreign cash machine costs you extra (2,00 EUR - 5,00 EUR each time)!
- **Do not withdraw all your money at one time!** Just get enough cash for the next few days or maybe the next week. Like that there is always enough balance to make transfers or standing orders and your monthly fee can be charged. If there is not enough money on your account to pay your liabilities there will be penalty rates!

## How to transfer money...

All you need to transfer money from your account, to pay a bill for example, is a transfer voucher. You can get those papers in all of our branches in the whole area. Just fill it in with all the information about the beneficiary and yourself. Sparkasse Fulda then charges your account and transfers the amount of money automatically.

Here is how to fill in the gaps on a transfer voucher:

The image shows a SEPA-Überweisung form from Berliner Sparkasse. The form is filled out with handwritten information. Numbered callouts 1 through 4 point to the following fields:

- 1 Beneficiary's name: VORLAGE, ERIKA
- 2 Beneficiary's IBAN (International Bank Account Number): DE22387612340000123456
- 3 Beneficiary's BIC (Bank Identifier Code): WELADE35199
- 4 Amount of money (€) you want to transfer: 1.256,55

Other fields on the form include: 5 Kunden-Referenznummer (34589 RE.-NR. 834), 6 Angaben zum Kontoinhaber (MUSTER, MAX / ÜBERALL), 7 IBAN (DE2210050000000000987654), and 8 Datum (14.6.2013) and Unterschrift (Max Muster).

- 5 **Reason for payment:** Here you can fill in more information about the transfer, like an invoice number or a customer ID.
- 6 **Your name**
- 7 **Your IBAN:** Just look at the backside of your bank card to find your personal IBAN
- 8 **Date and your signature**

## Standing order

Setting a standing order means that you transfer a certain amount of money every month to the same person, for example to a lawyer. You can choose which day you prefer to transfer the amount: for example every 1<sup>st</sup>, 5<sup>th</sup> or 20<sup>th</sup> day of each month. Once you have set the standing order at one of our branches Sparkasse Fulda charges and transfer the money automatically every month.

**Please notice:** A standing order is a very comfortable way to pay your liabilities, **but** still you need to have enough money on your current account. If there is not, the amount will not be transferred!

## Direct debit

A direct debit allows other people to charge your account. Of course you need to sign an agreement beforehand.

**Here is an example:** You enter into a contract with a mobile phone operator. Therefore you need to sign a direct debit contract, so they can charge your account with your monthly fee.

**Please notice:** Again you need to make sure that your balance is sufficient! If there is not enough money on your account to pay the bill a **penalty rate** will be charged.

## Statements of account

Your statements of account give you an overview about all incomes and expenses you had. For example, you are able to see what transfers were made or when you got your social benefit. Furthermore you can check how much money is left on your account.

- Please print your statements at least once a month. Just insert your bank card in one of our bank statement printer which you can find in any of our branches.
- **Please notice:** Keep all your statements safe. When you opened the account you got a little red folder to store them in chronological order. You might need them to proof payments or to apply for certain social benefits. If you need copies of your statements it does cause extra costs!

## Change of residence

You are planning to change your residence? Please tell us about your new address.

**Please notice:** Sparkasse Fulda only owns branches in county Fulda. If your new address is not located in this area you have to transmit your account to another Sparkasse. For you it is very easy: just go to a branch of Sparkasse in your new home town and tell them about you changing your address. They will manage the rest!