



Expéditeur : ORPSS. rue Joseph II 47, 1000 Bruxelles

HOW WILL YOU BE PAID ?

You have to inform the Office des régimes particuliers de sécurité sociale (ORPSS) of any changes that may affect the right to payment (change of civil status, address, nationality, resumption of a professional activity, etc).

A. If you reside in BELGIUM: two methods of payment are possible

1. **Payment into a financial account opened in Belgium**
2. **Payment by circular cheque (to be collected in person)**

1. **Payment into a financial account opened in Belgium** (quickest and safest method)

What are the conditions to receive the payment?

- ◆ The account must be opened **in your name**.
- ◆ You have to fill in and sign the form "Request for payment of the allowances by transfer" in triplicate and to hand over the 3 copies to your bank. The bank will visa the 3 copies before returning them to us. The form can be obtained at ORPSS or be downloaded from the website www.orpss.fgov.be.

When will you receive the payment?

The money will be deposited into your account on the last working day of each month.

Example: If 31 May is a Saturday, the allowance for the month of May will be deposited into your account on Friday 30 May.

Not recommended!

2. **Payment by circular cheque (to be collected in person)**

When will you receive the payment and how?

- ◆ The cheque will be delivered at your home on the first working day of the month following the due date.
Example: If 31 May is a Saturday, the cheque for the month of May will be delivered on Monday 2 June.
- ◆ You can collect the cheque from a post office or from a bank. Ask your postman for information if you wish to receive the payment at home.
- ◆ The circular cheque is valid for three months.

NB: in case of loss or theft of the cheque, the payment will be carried out again only

- after the validity period has expired (three months)
- and if the cheque has not been collected

You will automatically be paid by circular cheque if you don't apply for payment into a financial account.

B. If you reside OUTSIDE OF BELGIUM: four methods of payment are possible

1. **Payment into a financial account opened in Belgium**
2. **Payment into a financial account opened in another member state of the European Union**
3. **Payment into a financial account opened in a country outside of the European Union**
4. **Payment by cheque sent to your address**

1. **Payment into a financial account opened in Belgium**

What are the conditions to receive the payment?

- ◆ The account must be opened **in your name**.
- ◆ You have to fill in and sign the form "Request for payment of the allowances by transfer" in triplicate and to hand over the 3 copies to your bank. The bank will visa the 3 copies before returning them to us. The form can be obtained at ORPSS or downloaded from the website **www.orpss.fgov.be**.
- ◆ You only have to produce **one certificate of life per year**. This certificate must be signed by an administrative authority of your place of residence (registry office, police station, consulate or embassy). The ORPSS will send a certificate of life to you every year, in the course of the month of March.

When will you receive the payment?

The money will be deposited into your account on the last working day of each month.

Example: If 31 May is a Saturday, the allowance for the month of May will be deposited into your account on Friday 30 May.

2. **Payment into a financial account opened in another member state of the European Union**

(see list on page 4)

2.1. **You have given the BIC code of your bank and the IBAN code of your account to ORPSS**

How much will it cost?

Nothing. In this case, there are no payment charges unless transaction fees are charged in the destination country for domestic payments.

When will you receive the payment?

You can choose to be paid

each month

every two months: due dates on 28 February, 30 April, 30 June, 31 August, 31 October, 31 December

every three months: due dates on 31 March, 30 June, 30 September, 31 December

every six months: due dates on 30 June, 31 December

once a year: due date on 31 December

What are the conditions to receive the payment?

- ◆ The account must be opened **in your name**.
- ◆ The payment must be made in **euro**.
- ◆ You have to specify when you want to receive the payments (each month, every two months, every three months, every six months or once a year).
- ◆ You have to inform ORPSS of the exact IBAN code of your account and of the BIC code of your bank.
You can obtain the particulars of your bank account from your bank.
- ◆ You have to produce a **certificate of life** before each payment. This certificate must be signed by an administrative authority of your place of residence (registry office, police station, consulate or embassy). ORPSS will send a form to you before the due date.
- ◆ **You can avoid having to produce a certificate of life before each payment** by filling in the form "Request for payment..." and getting it validated by your bank. As a result, you will have to produce a certificate of life only once a year. The payment will be made on the 1st working day of the month following the due date you have chosen. In case of undue payment, ORPSS will try and recover the money by all legal means. The form "Request for payment..." can be downloaded from the website **www.orpss.fgov.be**.

2.2. You did not give the BIC code of your bank and the IBAN code of your account to ORPSS

How much will it cost?

You will have to pay the transaction fees. In order to reduce transaction fees, you can ask for payments to be made at longer intervals.

Take note: In your interest, payments will be made only if the amount adds up to **60.00 EUR**.

What are the conditions to receive the payment?

- ◆ The beneficiary takes on all risks tied to payments which have been carried out with incomplete bank details.
- ◆ The account must be opened **in your name**.
- ◆ You have to specify when you want to receive the payments (each month, every two months, every three months, every six months or once a year).
- ◆ You have to send a **certificate of life** to ORPSS before each payment. This certificate must be signed by an administrative authority of your place of residence (registry office, police station, consulate or embassy), **at the earliest on the very last day of the month**. Allowances are indeed to be paid after the expiry date.

For example: If the visa on your certificate of life is dated 29th June, payment will be carried out until 31 May.

If the visa on your certificate of life is dated 30th June, payment will be carried out until 30 June.

If the last day of the month is a holiday, the certificate of life needs a visa on the first working day of the next month (if 30 June is a Sunday, your certificate of life needs a visa on 1 July at the earliest).

ORPSS will send you a preprinted certificate of life.

You can choose to receive this form

each month

every two months: due dates on 28 February, 30 April, 30 June, 31 August, 31 October, 31 December

every three months: due dates on 31 March, 30 June, 30 September, 31 December

every six months: due dates on 30 June, 31 December

once a year: due date on 31 December

3. Payment into a financial account opened in a country outside of the European Union

How much will it cost?

Transaction fees will be payable by you. These will be less if we have your complete bank account number and your bank SWIFT code. In order to reduce transaction fees, you can ask for the payment to be made at longer intervals.

Take note: In your interest, the payments will be made only if the amount adds up to **60.00 EUR**.

What are the conditions to receive the payment?

- ◆ The account must be **opened in your name**.
- ◆ ORPSS must have your complete bank account number **and** your bank SWIFT code, which you can obtain from your agency.
- ◆ You have to specify when you want to receive the payments (each month, every two months, every three months, every six months or once a year).
- ◆ You have to send a **certificate of life** to ORPSS before each payment. This certificate must be signed by an administrative authority of your place of residence (registry office, police station, consulate or embassy), at the earliest on the very last day of the month. Allowances are indeed to be paid after the expiry date.

For example: If the visa on your certificate of life is dated 29th June, payment will be carried until 31 May.

If the visa on your certificate of life is dated 30th June, payment will be carried until 30 June.

If the last day of the month is a holiday, the certificate of life needs a visa on the first working day of the next month (if 30 June is a Sunday, your certificate of life needs a visa on 1 July at the earliest).

ORPSS will send you a preprinted certificate of life.

You can choose to receive this form

each month

every two months: due dates on 28 February, 30 April, 30 June, 31 August, 31 October, 31 December

every three months: due dates on 28 February, 31 May, 31 August, 30 November

every six months: due dates on 30 June, 31 December

once a year: due date on 31 December

4. Payment by cheque sent to your address

Not recommended!

Is it safe?

No, there are always risks of loss, theft or falsification. These risks are not covered by ORPSS.

How much will it cost?

You will have to pay the transaction fees. The transaction fees amount to +/- 10,00 EUR Your bank will also charge you deposit fees. In order to reduce transaction fees, you can ask for payments to be made at longer intervals.

Take note: In your interest, payments will be made only if the amount adds up to **60.00 EUR**.

What are the conditions to receive the payment?

- ◆ ORPSS needs your exact postal address.
- ◆ You have to send a **certificate of life** to ORPSS before each payment. This certificate must be signed by an administrative authority of your place of residence (registry office, police station, consulate or embassy), **at the earliest on the very last day of the month**. Allowances are indeed to be paid after the expiry date.
For example: If the visa on your certificate of life is dated 29th June, payment will be carried out until 31 May.
If the visa on your certificate of life is dated 30th June, payment will be carried out until 30 June.
If the last day of the month is a holiday, the certificate of life needs a visa on the first working day of the next month (if 30 June is a Sunday, your certificate of life needs a visa on 1 July at the earliest).

OSSOM will send you a preprinted certificate of life.

You can choose to receive this form

each month

every two months: due dates on 28 February, 30 April, 30 June, 31 August, 31 October, 31 December

every three months: due dates on 28 February, 31 May, 31 August, 30 November

every six months: due dates on 30 June, 31 December

once a year: due date on 31 December

Member states of the European Union:

Austria, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Guadeloupe, Guiana, Martinique, Réunion Island, the Azores, the Canary Islands, Madeira

IMPORTANT

The form "Request for payment into a financial account" and the certificate of life can be downloaded from the website www.orpss.fgov.be