

OVERSEAS CONTACT

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ADDRESS

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HOW WILL YOU BE PAID?

You have to inform the Rijkdienst voor Sociale Zekerheid (RSZ) 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 Belgium» and hand over this form to your bank. The bank will visa the form before returning it to us. The form can be obtained at the RSZ or can be downloaded from the website www.overseassocialsecurity.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.

2. Payment by circular cheque (to be collected in person) (Not recommended !)

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.

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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 Belgium» and hand over this form to your bank. The bank will visa the form before returning it to us. The form can be obtained at the RSZ or can be downloaded from the website www.overseassocialsecurity.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 RSZ will send a certificate of life to you every year, in the course of the month of September.

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)

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 the RSZ of the exact IBAN code of your account and of the SWIFT code of your bank.
You can obtain the particulars of your bank account from your bank.
- You have to fill in and sign the form «Request for payment of the allowances by transfer...in the European Union» and hand over this form to your bank. The bank will visa the form before returning it to us. The form can be obtained at the RSZ or can be downloaded from the website www.overseassocialsecurity.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 RSZ will send a certificate of life to you every year, in the course of the month of September.

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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. Our bank charges 3,00 EUR, your bank will also charge transaction fees. In order to reduce charges, you can ask for payments to be made at longer intervals.

Take note: In your interest, the payments will be made only if the amount adds up to 25,00 EUR.

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 RSZ must have your complete bank account number **and** your bank's 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 fill in and sign the form «Request for payment of the allowances by transfer...outside the European Union» and hand over this form to your bank. The bank will visa the form before returning it to us. The form can be obtained at the RSZ or can be downloaded from the website www.overseassocialsecurity.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 RSZ will send a certificate of life to you every year, in the course of the month of September.

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 the RSZ.

How much will it cost?

You will have to pay the transaction fees. The transaction fees amount to 9,05 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 **25,00 EUR**.

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 RSZ needs your exact postal address.
- 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 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 RSZ will send a certificate of life to you every year, in the course of the month of September.



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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
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.overseassocialsecurity.be.