



APPLICATION FOR DEBT DEFERMENT/PAYMENT IN INSTALMENTS OF DEBTS

Applicant details

| | | | | | |
|--|-------------------------|---------------------------|--|-------------------------|-------|
| Surname and forename(s) or company name | | | | | |
| Tax Identification Number NIF/NIE) | | Contact telephone number: | | | |
| Address for notification purposes | Road name | | | Nº | Floor |
| | Postal Code | Town/City | | Province | |
| Representative | Surname and forename(s) | | | Tax ID number (NIF/NIE) | |

Enabled Electronic Address (DEH) In accordance with the provisions of [Order PRE/878/2010](#), of 5 April and [Law 39/2015](#), of 1 October.

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|--|
| <p>Tick this box if you want to receive notifications related to this procedure through the Electronic Notification Service. If you do not have an authorised email address, please enter your email address and it will be created with the first notification:</p> |
|--|

Non-tax debt identification

| | | |
|-------------------------|--|--|
| 069 Form Receipt No. | Total amount of debt: | |
| | End date of the voluntary period (dd/mm/yyyy): | |

Proposal for deferment/payment in instalments

| | | |
|--|--|----------------------------|
| Amount to be deferred/paid in instalments: | First due date (dd/mm/yyyy): (day must be either the 5th or the 20th) | |
| The deferment or payment in instalments of this debt is requested for the following reasons: | | |
| In case of payment in instalments, please indicate: | | |
| Number of instalments | Payment frequency (for 'Other', indicate frequency in months) | |
| | Monthly | Bimonthlyl Quarterly Other |

Direct debit details

| | | | |
|----------------|-------------------------------------|--|-----------|
| Account holder | Tax Identification Number (NIF/NIE) | Surname and forename(s) or company name | |
| Address | | Postal Code | Town/City |
| IBAN | | The IBAN must belong to a Collaborating Entity in the collection of the State Tax Administration Agency. You can see these | |

Authorisation

| |
|---|
| <p>Tick this box if you object to this administration consulting the necessary documentation, held by the Public Administrations, for the processing of this procedure. In the event that you object to this verification, you must provide the documentation requested (Art. 28 of Law 39/2015, of 1 October, on the Common Administrative Procedure for Public Administrations, and Art. 46 of the General Collection Regulations).</p> |
|---|

Accompanying documentation

| |
|---------------|
| 069 FORM |
| OTHERS: _____ |
| _____ |
| _____ |

In _____, on _____ of _____

Sgd.:

APPLICATION FOR DEBT DEFERMENT/PAYMENT IN INSTALMENTS OF DEBTS.

GENERAL INSTRUCTIONS

Once the application has been completed and signed, it should be submitted to the Registry of any administrative body belonging to the General State Administration, as well as to post offices, diplomatic representations or consular offices of Spain abroad, or any other Registry established by current legislation. You can consult the nearest registry offices

The application must be submitted by electronic means when required, in accordance with Article 14.2 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, to interact in this way with the Administration

Amounts whose payment is deferred or paid in instalments shall bear interest for late payment as stipulated in Article 17.2 of Law 47/2003 of 26 November 2003 on the General Budget.

The applicant shall include any documents and supporting documents that they deem appropriate in support of their application.

IMPORTANT

If the application does not meet the requirements or is not accompanied by the required documents, the body responsible for processing the deferment/payment in instalments will ask the applicant to rectify these failings or attach the required documents within TEN DAYS, stating that if they fail to do so they will be considered to have withdrawn their application, the application will be archived without further processing and the debt will be collected by means of the enforcement procedure.

In compliance with the provisions of Article 52.6 of the General Collection Regulations, the maximum period for the resolution of the procedure and for the notification of the acts that bring it to an end is six (6) months. Once this period has elapsed without notification of the decision, the application may be understood to have been rejected for the purposes of lodging the corresponding appeal or awaiting the express decision.

MANDATORY DOCUMENTS

For debts of more than 30,000.00 euros, the applicant must provide a guarantee in the form of a joint and several guarantee from a credit institution or mutual guarantee company or a surety insurance certificate. Where the applicant justifies the impossibility of obtaining the aforementioned guarantees, the administration may accept other guarantees.

In the case of a guarantee, an express and irrevocable undertaking from a credit institution or mutual guarantee company must be attached. The amount guaranteed must cover the principal of the debt, the corresponding interest plus 25% of the sum of the two amounts. The validity of the guarantee provided by means of a surety or surety insurance certificate must exceed the expiry of the guaranteed period(s) by at least six months.

If the guarantee provided is not in the form of a surety or surety insurance, then the following must be provided:

- A statement of compliance and documentary evidence of the impossibility of obtaining such a guarantee or surety insurance certificate, stating the steps taken to attempt to do so.
- A valuation of the goods offered as collateral carried out by independent specialised companies or professionals. Where there is a register of firms or professionals specialising in the valuation of a particular type of property, the valuation should preferably be carried out by a firm or professional listed in that register.
- The balance sheet and profit and loss account for the last closed financial year and audit report, if available, in the event that you are an entrepreneur or professional who is legally obliged to keep accounts.

If a total or partial waiver is requested, then the following must be provided:

- A statement of compliance and documentary evidence stating that you do not hold any assets or do not possess any assets other than those offered as a guarantee.
- Documentary evidence of the impossibility of obtaining a guarantee or surety insurance certificate stating the steps taken to do so. The balance sheet and profit and loss account for the last three years and audit report, if available, in the event that you are an entrepreneur or professional who is legally obliged to keep accounts.
- A feasibility plan and any other information justifying the possibility of complying with the requested deferment or payment in instalments. Any other documents or supporting evidence deemed relevant must be provided, in particular proof of the existence of economic and financial difficulties which make it impossible for the applicant to make payment within the established time limit

INFORMATION ON DATA PROTECTION

In accordance with Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and Article 11 of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights, you are informed that the personal data you are about to provide will be processed by the Office of Economy and Finance for the administrative processing of this procedure. Further information on the possible processing operations and the procedure for exercising the rights set out in Articles 15 to 22 of the Regulation can be found via the following link:



MINISTERIO DE
HACIENDA

Orden de domiciliación de adeudo directo SEPA
SEPA Direct Debit Mandate

A cumplimentar por el acreedor
To be completed by the creditor

Referencia de la orden de domiciliación: _____
Mandate reference

Identificador del acreedor: _____
Creditor Identifier

Nombre del acreedor / Creditor's name _____

Dirección / Address _____

Código postal - Población - Provincia / Postal Code - City - Town _____

País / Country _____

Mediante la firma de esta orden de domiciliación, el deudor autoriza (A) al acreedor a enviar instrucciones a la entidad del deudor para adeudar su cuenta y (B) a la entidad para efectuar los adeudos en su cuenta siguiendo las instrucciones del acreedor. Como parte de sus derechos, el deudor está legitimado al reembolso por su entidad en los términos y condiciones del contrato suscrito con la misma. La solicitud de reembolso deberá efectuarse dentro de las ocho semanas que siguen a la fecha de adeudo en cuenta. Puede obtener información adicional sobre sus derechos en su entidad financiera.

By signing this mandate form, you authorise (A) the Creditor to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from the Creditor. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within eight weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

A cumplimentar por el deudor
To be completed by the debtor

Titular de la cuenta de cargo / Charge account holder

NIF: _____ **Nombre:** _____

Dirección / Address _____

Código postal - Población - Provincia / Postal Code - City - Town _____

País / Country _____

Número de cuenta - IBAN / Account number - IBAN

En España el IBAN consta de 24 posiciones comenzando siempre por ES
Spanish IBAN of 24 positions always starting ES

Tipo de pago: _____ **Pago recurrente** **O** **Pago único**
Type of payment Recurrent payment or One-off payment

Fecha - Localidad: _____
Date - location in which you are signing

Firma del titular: _____
Signature of the holder

TODOS LOS CAMPOS HAN DE SER CUMPLIMENTADOS OBLIGATORIAMENTE.
UNA VEZ FIRMADA EST A ORDEN DE DOMICILIACIÓN DEBE SER ENVIADA AL ACREEDOR PARA SU CUSTODIA.
ALL GAPS ARE MANDATORY. ONCE THIS MANDATE HAS BEEN SIGNED MUST BE SENT TO CREDITOR FOR STORAGE.