

Payee Details for Payment by Electronic Fund Transfer – Vote 28

Payee Details		
Please Tick ONE as Appropriate	<input type="checkbox"/> NEW PAYEE	<input type="checkbox"/> AMENDMENT TO EXISTING PAYEE
Please Tick ONE as Appropriate	<input type="checkbox"/> Staff <input type="checkbox"/> Business <input type="checkbox"/> Grant/Contribution <input type="checkbox"/> Embassy/Honorary Consul	<input type="checkbox"/> Salary Related <input type="checkbox"/> Rent (Premises Abroad) <input type="checkbox"/> Government Department/Agency <input type="checkbox"/> Other
Payee Name		
Payee Address		
Contact Name		
Telephone		
Email (for remittance)		
VAT/PPS/CHY No.		
Tax Clearance Cert	Copy must be attached if payments in calendar year will amount to €10,000.00 or over.	

Bank Details			
Bank Name		Bank Address	
Currency of Account			
Account Name			
Account Number		Swift/BIC Code	
IBAN			
ABA Routing Code (Payments to USA only)			

Division		
Bank details confirmed by verbal contact with payee	<input type="checkbox"/> YES	Section:
Signature: (EO grade or higher)		Name Printed:

----- For Finance Unit Use Only -----

Finance Unit			
Date Received in Finance:		Date Entered in SUN:	
SUN Code:		Entered by:	

Details must not be hand written – all sections must be completed