

Dún Laoghaire - Rathdown County Council Supplier Form for EFT (Electronic Fund Transfer)

PLEASE TYPE OR USE BLOCK CAPITALS ONLY
INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED
ALL SECTIONS MUST BE COMPLETED

Supplier Name:		
Supplier Address:		
VAT Number OR PPS Number		VAT PPS
Supplier e-mail addre	ess:	
Print e-mail address:		
Bank / Building Socie	ety:	
Branch Address:		
Bank Sort Code: Account Number: BIC:		(Full 6 digits) (Full 8 digits) (Max 11 digits) (Full 22 digits)
Name of Account:		
Completed By:	Signature	Block Letters
Authorised By:	Signature	Block Letters
Position:	Da	ate:
Please return to:	Dun Laoghaire Rathdown Co Accounts Payable, Finance Do County Hall, Marine Road, Dun Laoghaire, Co. Dublin.	

Ph: 01-2054776 Fax: 01-2054789 Email: accountspayable@dlrcoco.ie

I have read and understand the Council's requirements in relation to invoicing as outlined overleaf. Signed: _____

<u>Dun Laoghaire Rathdown County Council</u> <u>Invoicing Requirements</u>

Works should not be undertaken for the Council, or goods delivered to the Council, without a valid Purchase Order detailing the works to be undertaken or the goods to be delivered and the price of same.

- All invoices must be addressed to Dun Laoghaire Rathdown County Council, Accounts Payable Section, County Hall, Marine Road, Dun Laoghaire, Co. Dublin
- All postal invoices **must** be sent **directly** to this address.
- Invoices will also be accepted by email to accountspayable@dlrcoco.ie
- Invoices should be issued in one format only. Where they have been sent by email they should not also be forwarded by post.
- All invoices must quote a valid purchase order number relating specifically to the goods/service provided at the price agreed.

Failure to adhere to these requirements may delay payment of your invoices.

Remittances will issue by e-mail only to the e-mail address supplied.

Where an e-mail address has not been supplied a remittance will not issue.