



Dún Laoghaire/Rathdown County Council

Supplier Form for EFT (Electronic Funds Transfer)

Please Type Or Use Block Capitals Only. All Sections Of This Form Must Be Completed. Incomplete Or Illegible Forms Will Be Returned To Suppliers.

Supplier Name: _____

Supplier Address: _____

Supplier Phone Number: _____

Supplier E-mail Address: _____

(Please Print)

VAT Number OR PPS Number

Grid for VAT/PPS numbers with VAT and PPS labels

(Please Tick)

Bank/Building Society: _____

Branch Address: _____

Account Number: [Grid] (Full 8 digits)

BIC: [Grid] (Max 11 digits)

IBAN: [Grid] (Full 22 digits)

Bank Sort Code: [Grid] - [Grid] - [Grid] (Full 6 digits)

Name of Bank Account: _____

Completed By: Signature _____ Block Letters _____

Authorised By: Signature _____ Block Letters _____

Position: _____ Date: _____

Please return form via e-mail to: Accountspayable@dlrcoco.ie

Postal Address: Accounts Payable Section, Finance & Economic Development Dept., Dún Laoghaire/Rathdown Co. Co., County Hall, Marine Road, Dún Laoghaire, Co. Dublin



Please note DLR's requirements in relation to invoicing, as outlined overleaf

DLR Contact Name & Department:



DLR County Council Invoicing Requirements

Suppliers should not provide goods and/or services to DLR County Council without the existence of a valid Purchase Order detailing the respective goods and services to be supplied and the prices of same.

- All invoices must be sent directly to the Accounts Payable Section, either by e-mail to accountspayable@dlrcoco.ie or by regular post.
- All invoices must quote a **valid Purchase Order number** which specifically relates to the goods or service provided, at the price agreed.
- Any invoice that does not quote a valid Purchase Order number will be returned to the Supplier.
- All invoices must be dated and quote a unique invoice number.
- Invoices must be made out to Dún Laoghaire/Rathdown County Council.
- Remittances will issue by e-mail only, to the supplied e-mail address; if an e-mail address has not been provided, a remittance will not issue.

Please be advised that failure to adhere to these requirements may result in delays to payment of Supplier invoices.

NOTE: *Where any monies are due and owing to the Council such as Rates or any other charges, these outstanding sums may be offset in whole or in part against any payments due to a Supplier, without any further notice being issued.*