



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

DLRCC Contact Name: (Must be Completed) DLRCC Section: (Must be Completed)

Supplier Name:

Supplier Address:

Supplier Phone Number:

Supplier Email: (Please Print)

VAT Number OR PPS Number with grid boxes and VAT/PPS labels

Tax Access No: (If Appropriate) with grid boxes (Full 6 digits)

Bank / Building Society:

Branch Address:

IBAN: with grid boxes (Full 22 digits)

BIC: with grid boxes (Max 11 digits)

Account Number: with grid boxes (Full 8 digits)

Bank Sort Code: with grid boxes (Full 6 digits)

Name of Supplier Bank Account:

Completed By: Signature and Block Letters

Authorised By: Signature and Block Letters

Position in Company: (If Appropriate) Date:

Please return to: Dun Laoghaire Rathdown County Council, Accounts Payable, County Hall, Marine Road, Dun Laoghaire, Co. Dublin. Email: accountspayable@dlrcoco.ie

Company Stamp

Dún Laoghaire - Rathdown County Council

Dun Laoghaire Rathdown County Council

Invoicing Requirements

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 sent directly to the Accounts Payable Section.
- Invoices can be sent by post to Dun Laoghaire Rathdown County Council, Accounts Payable Section, County Hall, Marine Road, Dun Laoghaire, Co. Dublin.
- Invoices will also be accepted by email to accountspayable@dlrcoco.ie
- **All invoices must quote a valid purchase order number relating specifically to the goods/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 Dun Laoghaire Rathdown County Council.

Failure to adhere to these requirements may result in a delay to 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.

PLEASE NOTE

Where any monies are owing to the Council such as Rates or any other charges, these may be offset in whole or in part without further notice against any payments due to you.