|  |  |
| --- | --- |
| English version (240px width png) Colour | ***SUPPLIER SETUP FORM for tier2 suppliers (non-procurable spend\*)*** |
| ***This form should only be completed for payments in respect of non-procurable spend*** | ***This form should only be completed for payments in respect of non-procurable spend*** |
| **Supplier Information – please type details to ensure quick turnaround** |
| **Supplier Name** |  |
| **Supplier Address** |  |
| **Supplier Company number (if applicable)** |  | **VAT/Tax Ref No**  |  |
| **If no VAT number, please explain**  |  |
|  **What is payment for?** |  |
| **Supplier Contact Name**  |  |
| **Phone No.**  |  | **Mobile** |  |
| **Email Address** |  |
| **Remittance Advice Email Address** |  |
| **This form was completed by: Print Name**  |  |
| ***\*e.g. Conferences, Seminars, Professional Subscriptions, Payments to Charitable Bodies, Sponsorships,*** ***NB The capture of this information is required in order for the University to meet its obligation to make annual returns to the Revenue Commissioners under (***[***S891b***](https://www.revenue.ie/en/companies-and-charities/documents/guidance-notes-for-government-departments.pdf)***) - details of all payments made > €1,000.*** |
| **tier2 Supplier’s Bank Details** |
| **Name and Address of Bank Branch (where bank a/c is held)** |  |
| **Bank Account Name** |  |
| **Bank Account Number** |  | **BIC/SWIFT Code** |  |
| **Sort Code/Routing Number** |  | **IBAN** |  |
| **Payment Currency** |  | Note University’s finance system can only support **Eur/Stg/USD** |