

For Official Use Only

DCC Staff to complete this section prior to sending form to Supplier

Staff Name:

Section:

Phone No:

Department:



Dublin City Council
Comhairle Cathrach Bhaile Átha Cliath

**Bank Details for the purpose of Supplier Payment
Via Electronic Funds Transfer**

DETAILS TO BE COMPLETED BY SUPPLIER

Supplier Name	
Contact Address	
Phone Number	
E-mail Address	
PPS / VAT Number	
Name of Bank	
Address of Bank	
Bank Sort Code	
Bank Account Number	
BIC	
IBAN	
Signature form will not be accepted without a signature	
Block Capitals	
Position In Company	

PLEASE RETURN THIS FORM

BY EMAIL

rosanne.ginnetty@dublincity.ie

BY FAX

01-222 2695

BY POST

Accounts Department, Dublin City Council,
E&T Dept., Block 2, Floor 5, Civic Offices
Wood Quay, Dublin 8

Dublin City Council Office use only – Finance Department

Vendor No:	Date:	Input By:	Date:	Checked By:

What is BIC?

The BIC or Bank Identifier Code (also known as the SWIFT address) is a unique address which in payment messages identifies precisely the bank involved in financial transactions. When used in conjunction with the IBAN it identifies the bank at which the account of the beneficiary is held.

What is IBAN?

IBAN stands for International Bank Account Number,

It was created as a viable and practical international bank account identifier, used internationally to uniquely identify the account of a customer at a financial institution, to assist error-free cross-border payments and to improve the potential for straight-through payment processing.

EU banks are legally required to provide their customers with an IBAN for each bank account.

Where can I find the BIC and IBAN for my accounts?

Your BIC and IBAN are printed on your bank statement. You can also request them directly from your bank.

Does the IBAN replace my existing account number?

No, your IBAN does not replace your existing account number. It is important to remember that IBAN is not a new account number but simply a new format for an existing account number which is recognised internationally.

What does an Irish IBAN look like?

IE33AIBK93123487654321

IE	Country Code for the Republic of Ireland
33	two check digit numbers
AIBK	the first four digits of the BIC (bank identifier code)
931234	National Sort Code
87654321	Account number

An Irish IBAN is always 22 digits long