



AUTHORISATION TO ADD/CHANGE BANK ACCOUNT DETAILS
(SUPPLIER OF GOODS OR SERVICES TO DEPARTMENT)

Important Data Protection Notes:

- The purpose of collecting this Data, including your account details, is to release payments (if any) that fall due to you from the Department and when necessary to net payments. Payments cannot issue and netting cannot occur if account details are not provided.
- The legal basis for processing this personal data is pursuant to Article 6(1) (b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 i.e. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. The Data provided for this purpose is in line with our contractual obligations and with current Data Protection legislation.
- The Data provided on this form will be provided to other business areas within the Department for the purpose of processing payments. The Department is also currently obliged by law to provide information concerning applicants in response to requests received from the office of the Revenue Commissioners, An Garda Síochána and other bodies in accordance with current Data Protection legislation.
- The data collected for this purpose will be held by the Department only as long as there is a business need to do so in line with the purpose(s) for which it was collected. After this time it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.
- Each individual has data protection rights, which have been further enhanced by the introduction of the General Data Protection Regulation (GDPR) which comes into effect on the 25 May 2018. These rights are:
 - A. A right to access their personal data
 - B. A right to correct or rectify their personal data
 - C. A right to erasure
 - D. A right to restriction of processing
 - E. A right to object or withdraw consent to processing
 - F. A right to data portability
 - G. A right to make a complaint to the Data Protection Commissioner's Office.
- You may contact the Data Protection Unit in relation to any of your rights as outlined above.
Data Protection Unit, Department of Agriculture, Food and the Marine, Pavilion A, Grattan Business Park, Dublin Road, Portlaoise, Co. Laois
Email: data.protection@agriculture.gov.ie
- Full information on Data Protection rights and for the Departments clients can be found on the Departments Data Protection Page of our website. See under Customer Service on www.agriculture.gov.ie or go directly to www.agriculture/dataprotection.gov.ie

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Please send **all** Department of Agriculture, Food and the Marine Payments directly to the Account detailed below.

Important to note- If you provide incorrect Account Details, there is a risk that Payment(s) will be paid into an Account that is not yours. It is your responsibility at all times to make sure that the Account Details you provide are correct and up to date.

Data Protection- Please see information overleaf regarding your rights.

NAME OF SOLE TRADER OR COMPANY SUPPLIER: _____

Address: _____

Contact Telephone No/s: _____

Vat No. /Tax Ref. No: _____

BANK/CREDIT UNION/AN POST/BUILDING SOCIETY ACCOUNT DETAILS

Name of Account Holder: _____

Name of Financial Institution: _____

Address of Financial Institution: _____

ACCOUNT/IBAN No:

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Sort Code or Routing No for Accounts **not** using IBANs: _____

Swift / BIC Code: □□□□□□□□□□□□□□□□

Signature: _____
Sole Trader or Authorised Company Signatory

Date: _____

RETURN TO: Direct Credit Section, Department of Agriculture, Food and the Marine, Farnham St., Cavan, Co.Cavan, H12 D459 or email completed form to bank.payments@agriculture.gov.ie
 Should you have any query, contact Tel: 049 4368283.

FOR OFFICIAL USE ONLY –

Vendor No.

Bank Details confirmed: Contact Name _____ Signed _____ Date _____

Bank Details entered: Signed _____ Date _____

Bank Details checked: Signed _____ Date _____