**IMPORTANT NOTE:** The following information must be submitted on **headed paper** to be accepted by our finance team. (i.e. paper with the logo and address of your setting). Please add a heading to this page or transfer the table across to headed paper.

|  |  |
| --- | --- |
| **Supplier Name** | Incl. Educational Trust / Academy Name, if applicable |
| **Tax Registration Number** | If applicable |
| **Business Classification** | *Options (delete as appropriate):* |
|   | Charity |
|   | Small Business (less than 50 members of staff & Annual Turnover less than €10m) |
|   | Medium Business (between 50 - 250 members of staff & Annual Turnover between €10-€50m) |
|   | Large Business (Greater than 250 members of staff & Annual Turnover greater than €50m) |
| **Address** | Line 1 |
|   | Line 2 |
|   | Line 3 |
|   | Town / City |
|   | County |
|   | Post Code |
|   | Country |
| **Admin / Finance Contact Details** | Name |
|   | Title |
|   | Job Title |
|   | Phone No. |
|   | Fax No. |
|   | Email Address |
|   | Website |
| **Bank Details** | Bank Name |
|   | Address |
|   | Sort Code |
|   | Account No. |
|   | Payee Name |