

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	<i>Options (delete as appropriate):</i> 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