



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 Data collected is in line with our statutory obligations and in line 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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(SUPPLIER OF GOODS OR SERVICES TO DEPARTMENT)

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: _____

Tax No: _____

BANK ACCOUNT DETAILS

Name on Bank Account: _____

Name of Bank: _____

Address of Bank: _____

ACCOUNT/IBAN No:

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

Swift / BIC Code: | | | | | | | | | |

Signature: _____ **Date:** _____

Sole Trader or Authorised Company Signatory

RETURN TO: Direct Credit Section, Department of Agriculture, Food and the Marine, Farnham St., Cavan, Co.Cavan. 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 _____

*Suitable for all Banks, An Post Smart Accounts and for Credit Unions that give their account holders individual IBAN Nos.