|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [University of Galway](https://www.universityofgalway.ie/) | | ***SUPPLIER SETUP FORM for tier2 suppliers (non-procurable spend\*)*** | | | | | | |
| ***This form should only be completed for payments in respect of non-procurable spend*** | | ***This form should only be completed for payments in respect of non-procurable spend*** | | | | | | |
| **Supplier Information – please type details to ensure quick turnaround** | | | | | | | | |
| **Supplier Name** | |  | | | | | | |
| **Supplier Address** | |  | | | | | | |
| **Supplier Company number (if applicable)** | |  | | | | **VAT/Tax Ref No** | |  |
| **If no VAT number, please explain** | |  | | | | | | |
| **What is the payment for?** | |  | | | | | | |
| **Supplier Contact Name** | |  | | | | | | |
| **Phone No.** | |  | | | **Mobile** | |  | |
| **Email Address** | |  | | | | | | |
| **Remittance Advice Email Address** | |  | | | | | | |
| **This form was completed by: *Print Name*** | |  | | | | | | |
| ***\*e.g. Conferences, Seminars, Professional Subscriptions, Payments to Charitable Bodies, Sponsorships,***  ***NB The capture of this information is required in order for the University to meet its obligation to make annual returns to the Revenue Commissioners under (***[***S891b***](https://www.revenue.ie/en/companies-and-charities/documents/guidance-notes-for-government-departments.pdf)***) - details of all payments made > €1,000.*** | | | | | | | | |
| **Tier 2 Supplier Bank Details**  ***A current Bank Statement showing ONLY the top verification data i.e. name,***  ***address, bank account number, date of statement must be provided***  ***to confirm bank details*** | | | | | | | | |
| **Name and Address of Bank Branch (where bank a/c is held)** |  | | | | | | | |
| **Bank Account Name** |  | | | | | | | |
| **Bank Account Number** |  | | | **BIC/SWIFT Code** |  | | | |
| **Sort Code/Routing Number** |  | | | **IBAN** |  | | | |
| **Payment Currency** |  | | Note University’s finance system can only support **Eur/Stg/USD** | | | | | |