



**INSTRUCTION TO PAY EMPLOYEE REIMBURSEMENTS BY ELECTRONIC TRANSFER**

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Number: \_\_\_\_\_

**BANK ACCOUNT DETAILS**

Bank Sort Code: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Bank Account No: \_\_\_\_\_

IBAN No: \_\_\_\_\_

BIC No: \_\_\_\_\_

Account Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I hereby authorise Tipperary ETB to pay amounts due into the above bank account.****I understand that Tipperary ETB will continue to use the above bank account details unless instructed otherwise.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_