**Requested by:**

Supplier Setup Form

*NEW SUPPLIER: CHANGE SUPPLIER DETAILS:*

*CHANGE BANK DETAILS ONLY:*

|  |
| --- |
|  |
|  |
|  |
|  |

Supplier Name

Address

TRN Number: Charity Number (If applicable):

|  |  |
| --- | --- |
|  |  |

Email: Telephone:

|  |  |
| --- | --- |
|  |  |

Do services provided contain elements of Design, Professional Services, Assessment or Reporting? (Public bodies have an obligation to check suppliers for potential Professional Services Withholding Tax)

|  |
| --- |
| *(If so, please include details of these elements here. If these do not apply to your services, please mark N/A here)* |

Do services provided have elements of construction, installation, alterations to buildings, excavations, or landscaping? *(Public bodies have an obligation to check suppliers for potentially Relevant Contracts Tax)*

|  |
| --- |
| *(If so, please include details of these elements here. If these do not apply to your services, please mark N/A here)* |

Can you provide brief description of the goods and or services you provide.

|  |
| --- |
| *(Please enter description here)* |

Please tick below the VAT rate normally charged on your goods or services:

VAT 23% VAT 13.5% VAT 9% VAT 0% VAT Exempt

Bank Name & Address

|  |
| --- |
|  |

Name on Bank Account

|  |
| --- |
|  |

IBAN: BIC:

|  |  |
| --- | --- |
|  |  |

Supplier Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City of Dublin ETB office use only**

|  |  |
| --- | --- |
| Supplier Number |  |

|  |  |  |
| --- | --- | --- |
|  | Name | Date |
| Input by |  |  |
| Checked by |  |  |
| Bank Details Checked by |  |  |

Please select one of the following VAT rates below so supplier can have a default VAT rate applied on their account.

|  |  |
| --- | --- |
| Please Mark Vat Rate | Vat Rate Descriptions |
| A | SUBCONTRACTOR : VAT @ 13.5% REVERSE VAT CHARGE |
| C | SUBCONTRACTOR : VAT @ 21.5% |
| D | REDUCED VAT @ 9% |
| E | EXEMPT VAT -ROI |
| G | EXEMPT VAT - GB |
| I | SUBCONTRACTOR ; VAT @ 23% REVERSE VAT CHARGE |
| L | LOWER RATED VAT : 13.5% ROI |
| T | STANDARD RATED VAT 21.5% ROI |
| U | STANDARD RATE VAT 23% ROI |
| V | EU (inc NI) 0% |
| VRW | REST OF WORLD (inc GB) 0% |
| W | EU (inc NI) 9% REVERSE VAT CHARGE |
| WRW | REST OF WORLD (inc GB) 9% REVERSE VAT CHARGE |
| X | EU (inc NI) 13.5% REVERSE VAT CHARGE |
| XRW | REST OF WORLD (inc GB) 13.5% REVERSE VAT CHARGE |
| Y | EU (inc NI) STANDARD 23% REVERSE VAT CHARGE |
| YRW | REST OF WORLD (inc GB) 23% REVERSE VAT CHARGE |
| Z | ZERO RATED VAT 0% ROI |

Please select one of the following flags below so supplier can be marked for any additional approvals or VAT calculations.

|  |  |
| --- | --- |
| Please Mark Applicable Flag | Supplier Flag Description |
| C | C C2 SUBCONTRACTORS: NO RCT |
| F | F Foreign Supplier (Reverse VAT) No PSWT |
| N | N NORMAL SUPPLIERS NO PSWT |
| Q | Q PROFS : NO VAT & PSWT @ 20% |
| R | R PROFS : VAT @23% & PSWT @ 20% |
| S | S RCT48 SUBCONTRACTORS: @ 35% |
| T | T RCT48 SUBCONTRACTORS : @ 20% |
| W | W PROFS : VAT @13.5% & PSWT @ 20% |
| X | X PROFS : VAT @9% & PSWT @ 20% |

APO Finance Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_