



**MTU**

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

## New Supplier Details

Form **AP01.4** 28.07.2021

### Contact Details

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax or PPS Number \* \_\_\_\_\_

Sales Contact \_\_\_\_\_

Sales Phone Number \_\_\_\_\_

Sales Email Address \_\_\_\_\_

Accounts Contact \_\_\_\_\_

Accounts Phone Number \_\_\_\_\_

Accounts Email Address \_\_\_\_\_

\* Required for Revenue

### Bank Account Details

Name on Account \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address of Bank \_\_\_\_\_  
\_\_\_\_\_

BIC \_\_\_\_\_

IBAN \_\_\_\_\_

Bank A/c No. \_\_\_\_\_

### Authorisation

By signing below, you are agreeing to MTU's policy that, as a State funded body, we pay all invoices when the goods/services are rendered to our satisfaction.

Position or Role: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please return completed form to [ProcurementCork@mtu.ie](mailto:ProcurementCork@mtu.ie)

## Tax Clearance Certificate Procedure

Munster Technological University is required by legislation to obtain a Tax Clearance Certificate from:

- 1 An individual, partnership or company who supply the institute with goods or services with a value of €10,000 (or equivalent).
- 2 People who are regular suppliers to the institute, and their annual business with the Institute exceeds €10,000 (or equivalent).

If you exceed this threshold, we will be unable to release payments for your firm until we receive your Tax Clearance Certificate for tax purposes. For more information regarding tax clearance certs (including application form) please log onto: [www.revenue.ie](http://www.revenue.ie)

The completed application form should be posted, emailed or can be faxed, to following:

**The Office of the Revenue Commissioners,  
Tax Clearance Section,  
Sarsfield House,  
Francis St.  
Limerick City,  
Ireland.  
Fax: + 353 61 401009  
[nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie)**

Once you have received your original current certificate, from the Revenue Commissioners, please forward a copy by email, fax or post to me as soon as possible.

Alternatively if you are registered for VAT in the Republic of Ireland please provide me with your Registration Number and Certificate Number (available from the Office of Revenue Commissioners and only available to Irish Suppliers) so that we may access your certificate online.

Thank you for your co-operation in this matter.

Yours sincerely,

**MTU Accounts Payable**

Email: [MTU.accounts payable@cit.ie](mailto:MTU.accounts payable@cit.ie)

PLEASE NOTE THAT ALL APPLICATIONS TO THE REVENUE MUST BE WRITTEN CLEARLY OR TYPED TO AVOID ANY CONFUSION WHEN PROCESSING.