

## Billing Information Details Form

Please fill in, sign the form and send it via e-mail to [AssociationEBA.AR.accounting@abe-eba.eu](mailto:AssociationEBA.AR.accounting@abe-eba.eu) and [association@abe-eba.eu](mailto:association@abe-eba.eu), as well as by post to the Euro Banking Association (EBA) , Finance Department/FIN, 40 rue de Courcelles, 75008 Paris, France

### How to set / update your billing contact details

Your EBA Member Representatives may provide us with your latest billing information details using this form, including:

a) invoice recipients, b) billing address, c) settlement method d) bank details, etc.

EBA Member Representatives are responsible for providing us with the most recent and updated information using this form.

Failure to comply may result in missing or erroneous invoices possibly addressed to former invoice recipients or even lead to unpaid invoices and penalty fees.

### Legal address of member (Mandatory – no more than 35 characters per line)

Member name <sup>1)</sup>		VAT number <sup>1)</sup>	
Street / Post Office Box <sup>1)</sup>		Additional address details	
Postal code <sup>1)</sup>	City <sup>1)</sup>	Country <sup>1)</sup>	

### Information to *appear on your invoices, in addition to or if different from above* (Optional – no more than 35 characters per line)

Company name		Purchase Order number <sup>1)</sup>	
Street / Post Office Box		Additional address details	
Postal code	City	Country	
Contact name		Department	

### Persons to *receive your invoices* per e-mail

Contact's department/business unit	Salutation	First Name	LAST NAME	E-mail address <sup>1)</sup> (can be a shared address)

<b>All invoices are sent by e-mail. In addition, you may request a paper copy of your invoice by ticking this box</b>	<b>Also per post:</b> <input type="checkbox"/>
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<b>Preferred payment method:</b>	SEPA Direct Debit B2B	SEPA Direct Debit CORE	SEPA Credit Transfer
To offer you a smooth payment process, we would kindly ask you to opt for a direct debit and complete the SEPA mandate available on our <a href="#">website</a>			

<b>Signature(s)</b>			
Name <sup>1)</sup>		Name	
Job title		Job title	
Date <sup>1)</sup>		Date	
Signature <sup>1)</sup>		Signature	

**How to set/update the banking details for an established Direct Debit**

Your EBA Member Representatives may provide us with the SEPA Direct Debit mandate form duly completed including  
 a) Mandate reference, b) Debtor name, c) address and d) account number, etc.

EBA Member Representatives are responsible for providing us with the most up-to-date information using the available form, which can be downloaded on our [website](#). Failure to comply may result in unpaid invoice notifications, chasers or penalty fees.

The SEPA Direct Debit Mandate form is available on the [website](#) and should be sent

- a) by post, to Euro Banking Association (EBA), Finance department, Account Receivables, 40 rue de Courcelles, 75008 Paris, France
- b) by e-mail, to [associationEBA.AR.accounting@abe-eba.eu](mailto:associationEBA.AR.accounting@abe-eba.eu) and [association@abe-eba.eu](mailto:association@abe-eba.eu)
- c) to your bank (original document), for approval and to avoid rejections

*If you have a question, please do not hesitate to contact the EBA at [association@abe-eba.eu](mailto:association@abe-eba.eu).*

1) Mandatory fields