

Billing Information Details Form

Please fill in, sign the form and send it via e-mail to EBA.DBA@abe-eba.eu and 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

Business Address

Business address (Highly recommended)

Same as

Street 1 / Post Office Box				Street 2		
Postal code		City				Country

Invoice Recipients

Main Recipient ¹⁾	Salutation	First Name	LAST NAME	Department	Job Title	E-mail address (can be a shared address)
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

Purchase Order Number

If your invoice validation processes require a purchase order number or cost centre to be mentioned on invoices you receive from the Euro Banking Association, you can mention it/them below.

Purchase Order / Cost centre no.	Purchase Order / Cost centre no.

¹⁾ Maximum one. The name will be mentioned on the invoices.

The information on this page is linked to your EBA invoices' Customer ID (= your BIC)

Member data

Customer ID/Member BIC	Member legal name	Member VAT number

Registered address of member (Mandatory for new members)

Same as

Street 1 / Post Office Box		Street 2	
Postal code	City	Country	

Accounting address (Highly recommended)

Same as

Street 1 / Post Office Box		Street 2	
Postal code	City	Country	

All invoices are sent by e-mail. In addition, you may request a paper copy of your invoice by ticking this box.

Also per post:

Payment Details

Preferred payment method:	<input type="radio"/> SEPA Direct Debit B2B	<input type="radio"/> SEPA Direct Debit CORE	<input type="radio"/> 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 portal.			

Bank account details for refund (optional) (EBA is not a bank, we cannot pay via MT 202, so please do provide an IBAN)

IBAN		SWIFT BIC	
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Signature(s)

Name		Name	
Function		Function	
Date, Signature		Date, 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 EBA.DBA@abe-eba.eu and 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.