

## Billing Information Details Form

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

### Business Address

Business address (Highly recommended)

☐ Same as

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

### Invoice Recipients

Main Re- cipient <sup>1)</sup>	Salu- tation	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.

<sup>1)</sup> 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: <input type="checkbox"/>
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## Payment Details

<b>Preferred payment method:</b>	<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 <a href="#">SEPA mandate</a> available on our portal.			

<b>Bank account details <u>for refund</u> (optional)</b> (EBA is not a bank, we cannot pay via MT 202, so please do provide an IBAN)			
IBAN		SWIFT BIC	

<b>Signature(s)</b>			
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](mailto:EBA.DBA@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).*