An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection

Bank Authorisation Form

Community Employment

Note: **Part 1** **To be completed in full by the Project Sponsor and forwarded to the appropriate bank**
Part 2 **To be completed in full by authorised Bank Official**

Part 1

To: The Manager_____

_____

_____

Project Ref No. _____

Project Dates: From____/____ /20____

To____/____ /20____

Dear Sir / Ms

RE:_____(Community Employment Project Name)

Located at_____

I/We authorise and request you to confirm directly to DSP located at _____ the information requested as at Part 2 below in relation to project account allocated to the above Community Employment Project from _____ to _____.

Yours faithfully

Chairperson

Signature	Block Letters	Position Held
		Treasurer
		Secretary
		Chairperson

Please note: The signatories above must be authorised signatories on the project bank account. All cheques must be signed by at least two, authorised signatory members of the Management Committee i.e. the Treasurer/Chairperson/Secretary and/or one other authorised signatory (if applicable) who must be a member of the Management Committee. The same applies to online transaction approval.

All authorised signatories as recorded on the Bank Account Mandate form must append their details to this form.

Part 2

Full Title of Project Account:_____

BIC | | | | | | | | | | | |

IBAN | | | | | | | | | | | | | | | | | | | | | |

I hereby confirm the information above in Part 2 and that the signatories in Part 1 are the authorised signatories for the Community Employment Project account specified.

Signed: _____

Position:_____

Date:____/____/20____

OFFICIAL BANK STAMP

THIS FORM IS TO BE RETURNED BY THE BANK TO THE DEASP OFFICER ON COMPLETION OF PART 2