



Mayo County Council Supplier Set Up Form for Motor Tax Refunds

Part A – To be completed by Mayo County Council prior to completion by Applicant	
Motor Tax Refund Application	Yes
Contact Person within Mayo County Council:	
Department within Mayo County Council:	Motor Tax Section

Part B – To be completed by Applicant		
Name:		
Address:		
Phone Number:		
E-mail Address for Remittance Advice:		
PPS Number/Tax Reg Number:		
Bank Details		
Name on Bank Account:		
Bank Account BIC:		
Bank Account IBAN:		
Evidence of the Bank Account provided as follows:		
(1) Copy of recent (dated within the last 3 months) Bank Account Statement Header (omit transaction details):	Bank Header Attached: (Please tick)	
	Yes	No
Or		
(2) Bank to confirm details above and stamp form below		
Instruction to Bank: Please confirm that the above bank details are correct and relate to the payee name on bank account listed above. Please stamp box on right hand side as confirmation		
Signature of Applicant:		
Date:		

Omissions of details above will result in form being returned for completion by applicant

SEND THE COMPLETED FORM AND BANK HEADER IF APPLICABLE, TO suppliers@mayococo.ie OR BY POST TO: Suppliers, Accounts Payable, Mayo County Council, Aras an Chontae, The Mall, Castlebar, Co. Mayo.

Data Protection Declaration

Please note that all personal data obtained by Mayo County Council is processed in accordance with the Data Protection Acts 1988, 2003 and 2018, alongside current GDPR legislation. All information received will be electronically stored, processed and utilised solely for the purpose for which it was given, unless consent for use in another form has been granted. We do not permit supplier information to be used by third parties to send out advertising and information material which has not been specifically requested. You are entitled to request information at any time on the data relating to your person kept on file by us in the form of a Subject Access Request. By submitting this form, you are giving Mayo County Council consent to process your personal information.