



## Payroll Services Direct Pay Mandate

Please Complete in Block Capitals

**Employee ID Number:**  
(available from hr@tcd.ie 8 digits only)

**Personal Public Service Number:**  
(PPS number to be entered for Social Welfare purposes 7 digits with 1 or 2 letters)

**Payee's Name:**

**TCD Department:**

**TCD Email Address:**

**IBAN** (International Bank a/c number):

**BIC** (Bank Identifier Code):

**Name of Bank / Building Society:**

**Bank / Building Society Address:**

**Signature:** \_\_\_\_\_

Please return this completed form to: payrollservice@tcd.ie / Human Resources, Payroll Services, 2nd Floor, Trinity Central, 152-160 Pearse Street, D2.