Vendor financial identification form*[[1]](#endnote-1)*

Privacy Statement: <http://www.ema.europa.eu/ema/index.jsp?curl=pages/home/general/general_content_000516.jsp&mid=WC0b01ac05805faa0b>

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| --- | --- | --- |
| Section 1 – Type of application | | |
| Set up of NEW account | | |
| CHANGE of existing account [     ] *please quote your account number with EMA[[2]](#endnote-2)* | | |
| The legal entity is a “Member State Organisation” *[[3]](#endnote-3)* | | |
| **Legal entity name*[[4]](#endnote-4)*** |  | |
| **Section 2 – Bank account details** | | |
| **\*Bank account holder*****[[5]](#endnote-5)*** | |  |
| **\*Bank account holder address*v*** | |  |
| **\*Bank name** | |  |
| **\*IBAN** | | sssssssssssss |
| **\*SWIFT / BIC** | |  |
| **\*non-IBAN bank details *[[6]](#endnote-6)*** | |  |
| *Please provide* ***one*** *of the following supporting documents, which must be not older than six months and must be exactly in conformity with each of the information given above (\*).*  Copy of a bank account statement, dated and with amounts and descriptions of transactions blanked out  Printout of an on-line banking statement including the bank website address (www.), dated and with amounts  and descriptions of transactions blanked out  Official letter issued by the bank, on headed paper, dated, stamped and signed by a bank representative | | |
| **Section 3 – Communication details for financial correspondence*[[7]](#endnote-7)*** | | |
| **E-mail address** |  | |
| **Section 4 - I, the undersigned, confirm that the information provided in this form together with any supporting document(s), is correct** | | |
| **Date and signature** |  | |
| *Please return this form in* ***original[[8]](#endnote-8), duly filled in and signed****, together with photocopies the supporting documents, to the EMA purchasing department who requested it.* | | |
| For Agency use ONLY  Please save this form and supporting document with the SAP account number and **submit it by email** to the  Authorizing Officer for approval, using the template provided. | | |

1. Under the terms of the Financial Regulation applicable to the general budget of the Union (Art.86 Regulation (EU, Euratom) No 2018/1046), no transaction may be made for the purposes of implementing the budget unless the payee’s bank account details, or any modification, have first been entered in the vendor master records database system.

   The Agency requests you to communicate your bank details using the EMA financial identification form. Please fill in the form ELECTRONICALLY or by using ink and capital letters. [↑](#endnote-ref-1)
2. The account number is a six digits number and it is your unique reference number with EMA for financial matters. It is quoted in the remittance advice you receive by email when a payment is remitted to your bank account. You will be requested to quote your account number with EMA and fill in a new financial identification form only when any of your bank details change. If you change your email address you will not need to fill in a new financial identification form. [↑](#endnote-ref-2)
3. iii Under the terms of the Financial Regulation applicable to the general budget of the Union (Art.2 (42) Regulation (EU, Euratom) No 2018/1046), “Member State organisation’ means an entity established in a Member State as a public law body, or as a body governed by private law entrusted with a public service mission and provided with adequate financial guarantees from the Member State;” [↑](#endnote-ref-3)
4. Name of the entity EMA has or is planning to have a contractual and/or financial relation with. [↑](#endnote-ref-4)
5. This is the bank account where EMA will remit payment of your invoices. Please provide the full name and address of the bank account holder exactly as it shows in the bank statement. Section 4 of this form must be duly signed by the bank account holder authorised signatory, for example the Chief Accountant or the Director of the entity receiving the payment. [↑](#endnote-ref-5)
6. For payments to bank accounts non-identified by IBAN numbers, please provide the required additional banking details e.g. bank account number and international routing number for US bank accounts.

   [↑](#endnote-ref-6)
7. This field is mandatory. Please provide an email address for remittance advices and any correspondence on financial matters. [↑](#endnote-ref-7)
8. A scanned copy of the formduly filled in and signed,together with legible copies of the supporting documents can be sent in advance by e-mail to the EMA purchasing department who requested it. Original form and photocopies of supporting documents shall follow by post. [↑](#endnote-ref-8)