

Notifying the Department of Education of change of bank details

- Fill out “School Change of Bank Details” form below
- Post the form together with a cover letter on School’s headed paper or and/or a copy of the statement header for the new account (with any balances or transactions redacted), to the following address:
Central Funds Unit, Schools Division Financial, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X 659

School Change of Bank Details			
SCHOOL DETAILS			
School Full Name			
Any Alternative Name			
Sector (please tick)	Primary	<input type="checkbox"/>	
	Post Primary	<input type="checkbox"/>	
	Community	<input type="checkbox"/>	
	National School	<input type="checkbox"/>	
School Roll No.			
School Address (incl. Eircode)			
Phone Number			
Email Address (for Remittance Advice slips)			
BANK DETAILS			
Name of Bank			
Bank Branch Name and Address			
Bank Branch Sort Code			
IBAN			
BIC			
Name on Account			