

## **Please read these important instructions before filling in the documents!**

The PDF forms which you will find hereafter are intended to help you in communicating to the Commission departments, who would request you to forward your legal and, if necessary, banking co-ordinates so that those can be recorded in the "Legal Entity File (LEF)" and/or in the "Bank Account File (BAF)" managed both by the Accounting Officer of the Commission. Under the terms of the regulatory provisions mentioned hereafter, the services with which you intend to sign a financing convention or a contract, and/or which will allocate funds to you, cannot launch awarding procedures for a contract or a subvention, nor can they proceed to the authorization of payments in your favour, as long as your co-ordinates are not recorded and centrally validated.

### **Identification of the entity**

As regards "Legal Entities" three distinct categories of entities were defined: "Public law bodies", "Private law bodies (private companies)" and "Natural person". The "Legal Entity" form to fill out is distinct for each one of these three categories: according to your legal statute, you will thus have to complete and sign only one of the three versions of this form.

### **Notification of the banking co-ordinates**

To communicate your banking co-ordinates only one document is available which is valid whatever your legal statute is: a distinct document will have to be provided however for each single bank account which you will communicate to the Commission. As regards bank accounts it is very important to make sure that the account name (name to use in payments) and the address of the account that you will mention on the form are exactly in conformity with what is recorded at your bank.

### **Supporting documents**

In support of these forms, which must be signed, dated and forwarded by you to the Commission department which requested them, this department will invite you to transmit additional supporting documents: for example a copy of a bank statement (amounts hidden, if necessary) to be annexed to the bank account identification form, an extract of the trade register or a copy of the passport to be joined to the "Legal Entity" form.

Note: Please note that in case you submit this information via an online portal, the manual completion and the signature of this form might not be necessary. Please refer to the specific instructions provided by the Commission department you are in contact with.

### **Single notification except change**

In the event of change of your co-ordinates compared to what is already recorded, you will be required to provide to the service which requests you to do so a new form, completed and signed, accompanied if necessary by adequate supporting documents.

## **Regulatory provisions**

Article 86 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (UE) No 1301/2013, (UE) No 1303/2013, (UE) No 1304/2013, (UE) No 1309/2013, (UE) No 1316/2013, (UE) No 223/2014, (UE) No 283/2014 and Decision No 541/2014/UE and repealing Regulation (UE, Euratom) No 966/2012 states the following provisions:

### *Article 86.3 – Treasury Management*

*Payments shall be made by bank credit transfer, by cheque or, from imprest accounts, or if specifically authorised by the accounting officer, by debit card, direct debit or other means of payment, in accordance with the rules laid down by the accounting officer.*

*Before entering into a commitment towards a third party, the authorising officer shall confirm the payee's identity, establish the legal entity and payment details of the payee and enter them in the common file by the Union institution for which the accounting officer is responsible in order to ensure transparency, accountability and proper payment implementation.*

*The accounting officer may only make payments if the payee's legal entity and payment details have first been entered in a common file by the Union institution for which the accounting officer is responsible.*

*Authorising officers shall inform the accounting officer of any change in the legal entity and payment details communicated to them by the payee and shall check that those details are valid before they authorise any payment .*