Annex IVd - Important information for the payees

1. According to the applicable regulatory provisions, the European Parliament services cannot enter in any financial commitment, allocate funds or authorise any payment in your favour as long as your co-ordinates have not been registered and validated in the computerised financial system.

2. To have this registration, you have to fill in the appropriate Legal Entity - Financial identification Form.

3. Please verify that the form that you have received corresponds to your legal personality (different forms available for: public entity, private company, Individual, staff member). If the form that you have received to fill in does not correspond to your legal entity profile, please contact the appropriate service of the European Parliament to submit to you the appropriate form.

4. It is important to provide correct banking co-ordinates. More specifically, the account name (name to use in payments) and the address of the account that you will mention on the form should be the same as the information recorded in your bank.

5. In support of the forms that you will complete, sign, date and forward to the European Parliament service which asked them, you are invited to submit additional supporting documents: for example, a copy of a bank statement (amounts hidden, if necessary), an extract of the trade and/or tax register, a copy of your passport, etc.

6. In the event of a change of your co-ordinates, you will be requested to provide to the competent European Parliament service a new form, completed, signed and accompanied by adequate supporting documents.

7. Before submitting your Legal Entity – Financial identification form to the competent service of the European Parliament, you are invited to read the relevant Privacy Statement attached. By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Parliament services for accounting and contractual purposes.

Annex: Privacy Statement