

Single Euro Payments Area (SEPA)

On Line Claims System

Information Note with regard changes for the Electronic Payment of Salary

Payroll Division, Department of Education and Skills is implementing a number of changes to meet the requirements as set out under the Single Euro Payments Area (SEPA) Regulation 260/2012. Under the terms of this regulation electronic payments made in the SEPA Zone must be made using:

- Bank Identifier Code (BIC) instead of Sort Code, and
- International Bank Account Number (IBAN), the new format of the Account Number

Further information regarding SEPA is available at <http://www.ipso.ie/section/SEPA>.

The Department has arranged for the conversion of all existing Bank Sort Codes and Account Numbers to BIC and IBAN.

From 02/ 07/ 2014 schools will be required to provide the BIC and IBAN when setting up new employees for payment on OLCS for the first time or if amending existing bank account details after that date. Sort Code and Account Number will no longer be required.

The BIC and IBAN are generally available on bank account statements. The IPSO website also has a converter that allows users to input their sort code and account number and then generate their BIC and IBAN. This is available at <https://ipsosepaservice.sentential.com/ipso/>

The OLCS screen has been amended to accommodate both sets of numbers. The BIC and IBAN should be keyed as displayed in the screen shot below. Please note that the fourth field under the BIC heading may also be blank as not all Financial Institutions are using these characters. This screen may also be used to amend existing details of a Casual/Non-Casual Staff Member.

* Indicates required information

2 Bank Account Details

Financial Institution * Bank/Building Society Credit Union

Bank Details

BIC [eg. BOFI-IE-2D-XXX] * BOFI - IE - 2D - XXX [Get Bank Name](#)

IBAN [eg. IE-93-BOFI90163471363335] * IE - 93 - BOFI90163471363335

Name on Bank Account * A.N. OTHER

Bank Name BANK OF IRELAND INTERNATIONAL

Credit Union

Credit Union*

CU Member Reference*

Note
If Bank Account Name is different please modify.
Payment can only be made to a bank, building society or a credit union account.

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Payroll Division

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