

### **Adding/Changing Bank Account Details**

As commission is now only paid by Electronic Fund Transfer, bank account details are required for each agency code in order to make these payments.

In the interest of security, any correspondence to Irish Life informing us of your bank account details, or requesting changes to these details, must meet certain requirements.

Requests can be made by post or email. Requests must include the account name, number and 6 digit sort code.

#### Notification by post:

You can advise us of your bank account details by sending a letter to: Brendan O'Hanlon, Irish Life - Brokerage, Beresford Court, Beresford Place, Dublin 1.

This letter must be signed by the principal of the firm (or in the case of multiple directors/partners, two principals must sign the letter).

As well as the sort code and account name and number, this letter should outline the applicable agency code(s).

#### Notification by email:

You can advise us of your bank account details by emailing [brendan.ohanlon@irishlife.ie](mailto:brendan.ohanlon@irishlife.ie)

This email should be sent by the principal of the firm (or the principal should be copied in on the email).

In the case of multiple directors/partners, two principals must be included in the email.

This email should also confirm the current principals of your firm.

As well as the sort code and account name and number, this email should outline the applicable agency code(s).

You will receive a response to your notification, confirming that the details have been added to our records.