SOP: Entering the Correct Payment Reference for Same-Day PC Access

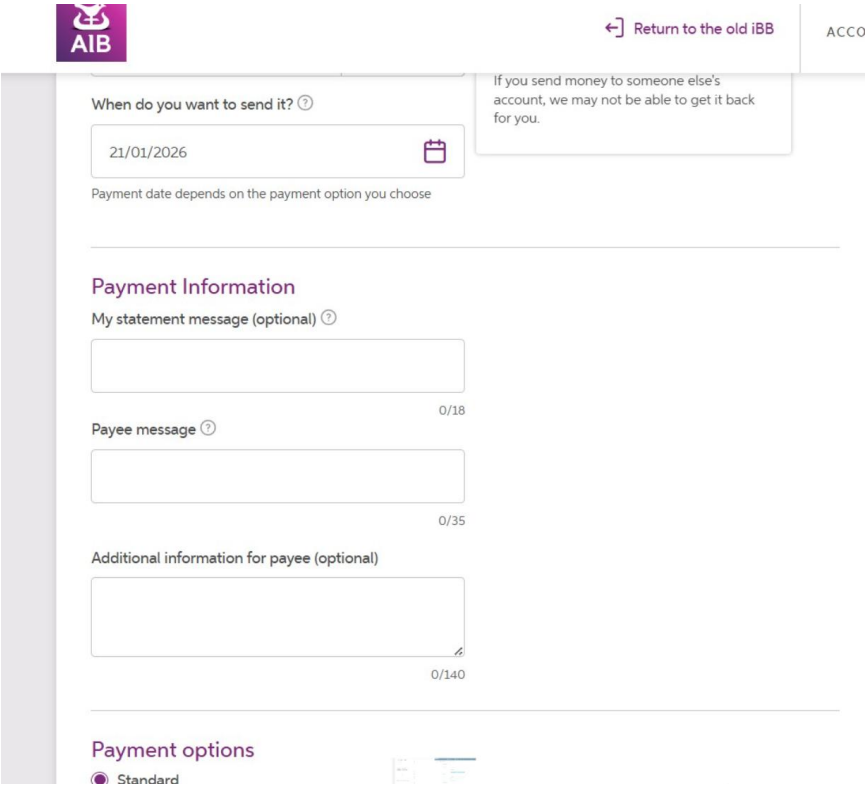
Purpose:
To ensure Practising Certificate (PC) payments are processed and matched on the same day funds are received, payers must enter the unique Law Society reference in the correct bank reference field.

AIB – How to Enter Your Reference

When making a payment via AIB, you must enter your unique Law Society reference in the correct field.

Steps:
1. Navigate to the Payment Information section.
2. Enter your unique Law Society reference in the Additional Information / Payee Message field.
3. Do not enter the reference in statement or notes fields.
4. Ensure the reference is entered exactly as provided.

Important: This field is used for automatic matching.



Enter the unique Law Society reference in the *Additional Information / Payee Message* field.

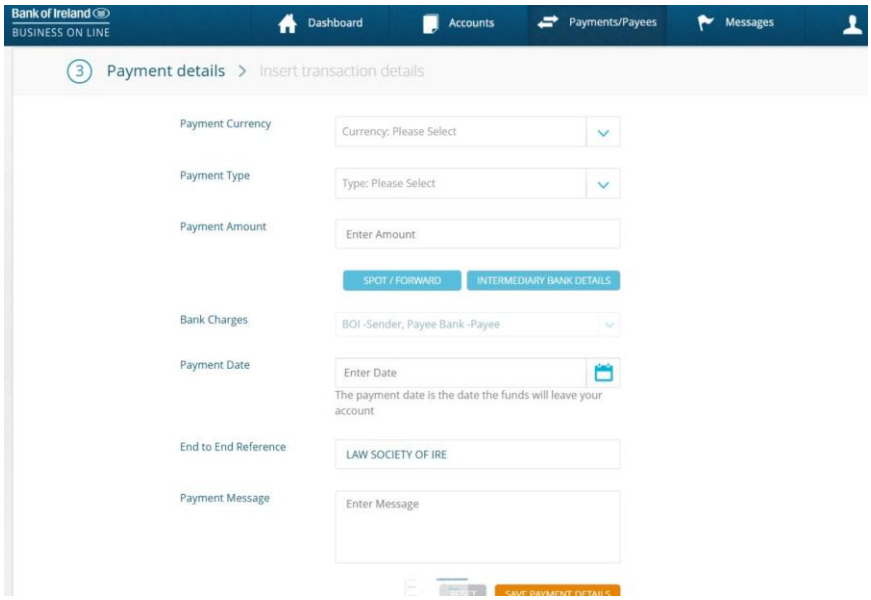
Bank of Ireland (BOI) – How to Enter Your Reference

When making a payment via Bank of Ireland Business Online, the reference must be entered correctly.

Steps:
1. On the Payment Details screen, locate the End to End Reference field.
2. Enter your unique Law Society reference in this field.
3. Do not use the Payment Message field for the reference.
4. Ensure the reference matches exactly as provided.

Important: Only 'message to payee'

supports automatic reconciliation.



Enter the unique Law Society reference in the *'message to payee'

*** field.**

Permanent TSB (PTSB) – How to Enter Your Reference

When making a payment via Permanent TSB, the reference must be entered in the correct payee-facing field.

Steps:
1. Locate the Payment Reference or Message to Payee field.
2. Enter your unique Law Society reference in this field.
3. Do not enter the reference in description, notes, or internal statement fields.
4. Ensure the reference is entered exactly as provided.

Important: Field names may vary slightly depending on the PTSB channel used. The

reference must be entered in the Payment Reference / Message to Payee field that is sent with the payment.

Key Reminder

The end user is responsible for entering the correct reference. Where the correct reference is provided in the correct field, payments are automatically matched and PCs are issued on the same day funds are received. Incorrect or missing references may result in manual processing and delays.