

GIRO Form Submission Instructions

1. Check if you have an Existing GIRO Account with NEA:
 - a. You can check your Vendor Record status on Vendors@Gov.
2. If you have an Existing GIRO account:
 - a. Kindly ensure your Vendor Record is active on Vendors@Gov.
 - b. If necessary, please update your bank account details and/or any other relevant details.
3. If you do not have a GIRO Account:
 - a. Please create a New GIRO Account by creating a Vendor Record in Vendors@Gov.
4. Assistance:
 - a. For user guides and technical assistance, please visit Vendors@Gov.
5. If you require the manual GIRO form, please visit this [link](#).