



Creditor/Supplier Application/ Maintenance Form

Form – Creditor/Supplier Application/Maintenance Form

New Application & Creditor Detail Update: Accounts Payable

Email: accounts.payable@whitsundayrc.qld.gov.au

Section 1 – Whitsunday Regional Council Requesting Officer

Requested by:		Phone No:	
Email:			

Section 2 – Business Details

Reason for Application	New Supplier Account		Update Existing Supplier Details	
Business Name				
Trading Name				
Postal Address				
Business Phone No				
Email Address for Remittance Advices				
Email Address for Purchase Orders				
Contact Person			Position	
Are you Registered for GST	Yes	No	ABN	
Will you be supplying	Goods		Services	Goods & Services

*If you do not have an ABN, a Statement by Supplier Form must be attached to this application

Section 3 – Electronic Funds Transfer Details

IMPORTANT A copy of the top of your bank statement showing bank account details, which clearly shows the BSB, bank account no., company name and address must be attached to this application. Please note that additional verification checks may also be conducted.

BSB		Account	
Account Name			

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800
 P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802



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Trading Terms Whitsunday Regional Council pay creditors 30 days from invoice date except invoices relating to the *Building Industry Fairness (Security of Payment) Act 2017*, or as contracted. **Declaration of Applicant I/We**, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with Whitsunday Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise Whitsunday Regional Council in writing prior to any such change being implemented.

Name

Date

Privacy Statement Your information is being collected for the purpose of processing your application. You are providing personal information which will be used for the purpose of financial interactions with Council. Your information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have relevant authorization to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Guidelines for Suppliers

- Payment of your invoice cannot take place without an official purchase order.
- Please quote Council's Purchase order no. on your invoice to enable prompt payment of your account.
- Tax invoices should be emailed to - accounts.payable@whitsundayrc.qld.gov.au

General Information

- Payments are processed weekly on Thursdays.
- It is the responsibility of the business areas which requested the work, to approve the invoice for payment. Accounts Payable cannot pay your invoice until approval takes place.
- Changes to your bank account details must be forwarded to Accounts Payable by email and accompanied by a copy of the top of your bank statement which clearly shows the BSB, bank account no., company name and address. Changes cannot be made without a copy of your bank statement header. Please note that additional verification checks may also be conducted.

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