**BACS DETAILS FORM**

This form is to be completed by the Supplier requiring payment

**PLEASE EMAIL THIS FORM BACK TO THE CONTACT BELOW IN ORDER FOR YOUR DETAILS TO BE SHARED WITH THE PAYABLES TEAM:**

**Name:**

**Tel:**

**Email:**

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| Please fill in all relevant fields below: | | | |
| **Supplier Name** | | Click or tap here to enter text. | |
| **Supplier Remittance Address Line 1** | | Click or tap here to enter text. | |
| **Remittance Address Line 2** | | Click or tap here to enter text. | |
| **Remittance Address Line 3** | | Click or tap here to enter text. | |
| **Remittance Postcode** | | Click or tap here to enter text. | |
| **Remittance Email:** | Click or tap here to enter text. | **Remittance Tel No:** | Click or tap here to enter text. |
| **Supplier Order Email:** | Click or tap here to enter text. | **Supplier Order Tel No:** | Click or tap here to enter text. |

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| **Bank Name** | Click or tap here to enter text. |
| **Bank Account Number** | Click or tap here to enter text. |
| **Bank Sort Code** | Click or tap here to enter text. |

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| **FOR COMMERCIAL SUPPLIERS ONLY** | | | | |
| **Full Name** | Click or tap here to enter text. | **Position in Company** | Click or tap here to enter text. |
| **VAT Reg Number** | Click or tap here to enter text. | **Company Reg Number** | Click or tap here to enter text. |
| **Payment Terms** | Click or tap here to enter text. | **UTR Number** | Click or tap here to enter text. |
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| Please include further details below if your order address is different from your remittance address. | | | | |
| **Supplier Order Address Line 1** | | Click or tap here to enter text. | |
| **Order Address Line 2** | | Click or tap here to enter text. | |
| **Order Address Line 3** | | Click or tap here to enter text. | |
| **Order Postcode** | | Click or tap here to enter text. | |

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| Once completed, please send a version electronically to the email address at SMBC above. | |
| **Name in BLOCK CAPITALS** | Click or tap here to enter text. |
| **Signature** |  |
| **Date** |  |

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| **BACS PAYMENTS** | |
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| **How often are BACS payment runs completed by the Council?** | |
| •Payment runs are completed twice a week. | |
| •The payment run schedule may be altered as necessary in line with UK bank holidays. | |
| •Approved payments will be made within your specified payment terms where possible. | |
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| **How do I know what my payment relates to?** | |
| •A remittance advice will available following a payment run, and will be emailed to the remittance email address provided. Detailing what the payment is for, and when it will arrive in your specified account. | |
| •If you have provided us with a valid email address, the remittance will be sent electronically via an automated system – ***Please do not reply to the address the remittance is sent from, as this mailbox is unmonitored and your message will not be actioned***. | |
| •If we do not have a valid email address for you, remittance advices will be sent to your address via second class post. | |
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| **TIPS ON COMPLETING THIS FORM** | |
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| •Please complete all sections where applicable. | |
| •Incomplete forms cannot be processed and will be returned to you for amendment. | |
| •Please check that you have entered 8 digits for your bank account, because we are unable to process bacs payments in any other format. | |
| •Post Office accounts are unable to accept BACS payments from us, as are certain other bank accounts and building societies. If you are in any doubt, please check first with your branch for advice. | |
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| **Once completed, please return electronically via email to the address at SMBC you have been provided.** | |

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| ***For office use only – Details checked by*** | | | |
| **Name in BLOCK CAPITALS** | | Click or tap here to enter text. | |
| **Signature** | |  | |
| **Date** | |  | |
| **Person Spoken To** | Click or tap here to enter text. | **Position in Company** | Click or tap here to enter text. |