

Supplier Information & Authority Form

Please Note: Douglas Shire Council's payment terms are **30 days from date of invoice** as per Council's Standard Terms & Conditions

SECTION 1 – GENERAL INFORMATION

Are you: New Supplier: Existing Supplier:

Legal Name:

**Company Name, Trust name or individual as it appears on your ABN*

Trading Name:

**Name as it appears on invoice*

Nature of Business with Douglas Shire: Goods: Services: Goods & Services:

Postal Address:

Suburb:

State:

Postcode:

Contact Numbers: Business:

Mobile:

Fax:

Email:

ABN: Are you registered for GST: Yes: No:

SECTION 2 – BANK ACCOUNT DETAILS

Account Name:

Bank & Branch:

BSB:

Account Number:

Confirmation of bank account provided: Bank Deposit Slip: Bank Statement: Internet Banking screenshot

***BANK CONFIRMATION MUST BE PROVIDED**

Note: 1. Douglas Shire Council is under no obligation to verify the accuracy of the bank details provided.

Note: 2. Douglas Shire Council will take no responsibility for any delay in payment or errors due to factors outside reasonable control of Douglas Shire Council, including but not limited to delays or errors in the banking system or errors in the account details supplied.

Note: 3. Any future changes in bank particulars are to be notified immediately to Douglas Shire Council in writing to the above address.

SECTION 3 – ACCOUNTS RECEIVABLE & PURCHASING DETAILS

Accounts Receivable Contact Name:

For account queries

Contact Number:

Email:

Purchasing Contact Name:

Who we contact for sales

Contact Number:

Email:

SECTION 4 – APPLICANT DETAILS

We declare that 1) the information on this form is correct 2) we have read & accept the Standard Terms and Conditions of Douglas Shire Council which are available on the Council's website www.douglas.qld.gov.au and acknowledge that the Standard Terms and Conditions form part of any contract entered into between the Supplier & Douglas Shire Council – Information Privacy Statement Your personal information has been collected for the purpose of Supplier Information. Your personal information is handled in accordance with *the Information Privacy Act 2009* and will be accessed only by persons authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

Print Full Name:

Title/Position:

Signature:

Date:

OFFICE USE ONLY

Employee Number:

Verified: Y / N

Supplier Number:

IMPORTANT – Help us pay you on time

DSC is subject to stringent audits. All invoices submitted must be tax compliant. In order for us to process your invoice it must contain the following details:

ALL invoices must be to Douglas Shire Council**GST Registered Supplier**

- The words TAX INVOICE must appear
- Trading name (as per your supplier form)
- ABN
- Invoice date (please check that you are using a current date)
- An invoice number (not previously used in your company's interaction with DSC)
- A clear description of the work carried out (including dates & locations if applicable)
- Invoice total
- GST amount (if your invoice has some elements that attract GST as well as GST Free elements please show clearly which elements are GST Free and which elements attract GST and how much)

NOT GST Registered

- The words INVOICE must appear
- Trading name (as per your supplier form)
- ABN
- Invoice date (please check that you are using a current date)
- A clear description of the work carried out (including dates & locations if applicable)
- Invoice total
- The statement **NO GST HAS BEEN CHARGED** must be included

If you submit a non-tax compliant invoice it may be returned to you with a request for corrections which can result in payment delays.

PLEASE NOTIFY COUNCIL IMMEDIATELY OF ANY CHANGE OF OPERATING DETAILS (including addresses, email addresses, ABN and change of ownership).

*****For change of bank or operating details (ABN) please notify ap@douglas.qld.gov.au immediately and separately from your invoice.**