



City of Albany

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Creditor Update and Application Form

Section 1: Applicants Details

Company/Individual's Name:

Trading Name:

ABN: *If ABN has not been provided, please complete and attach an ATO Statement by Supplier*

Street Address:

Postal Address:

State: Postcode:

Email Address:

Phone Number:

Registered for GST?

Change of Ownership?

Type of Service:

Terms of Trade:

Section 2: Bank Details

Bank:

Account Name:

BSB:

Account Number:

Remittance Email Address (If different from above):

Section 3: Applicants Authorisation - Must be Completed

Signature:

Name:

Title/Position:

Date:

Office Use Only

New Creditor Code:

Update of Creditor Code:

T/PAR & GST Memo Actioned:

Input by: Signature:

Cross checked by Payroll/Accounts Team Leader or Delegate (Signature):

Date:

Please email completed forms to accounts@albany.wa.gov.au