



**CIVICA FINANCIALS CREDITORS SYSTEM  
NEW/AMENDMENT TO CREDITOR RECORD**

**CREDITOR DETAILS FORM**

FORM COMPLETED BY	
DEPARTMENT/SECTION	
TELEPHONE NUMBER	

NEW CREDITOR RECORD REQUIRED

AMENDMENT REQUIRED

Is this a purchasing Supplier?  
Do you want to raise a payment  
request? (auto AFP)

YES   
YES

NO  (if YES refer to note above\*)  
NO

CREDITOR NUMBER (If amending existing record please state creditor number)										
PAYEE NAME										
PAYEE ADDRESS										
POST CODE										
EMAIL ADDRESS (for remittance advice)										
PHONE NUMBER										
FAX NUMBER										

The Council's preferred method of payment is **BACS**. Please ensure bank details have been obtained from the creditor.

BANK DETAILS FOR BACS PAYMENT										
SORT CODE						ACCOUNT NUMBER				
BANK ACCOUNT NAME										
BANK/BUILDING SOCIETY NAME										