



**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											