



**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?

YES

NO  (if YES refer to note above\*)

Do you want to raise a payment request? (auto AFP)

YES

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																				
BANK ACCOUNT NAME																				
BANK/BUILDING SOCIETY NAME																				