

## DETAILS OF CUSTOMER - ACCOUNTS PAYABLE/RECEIVABLE

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Council requires all your current details to be in writing for the following. Please tick which area/s is relevant.

Accounts Payable - Acc No. \_\_\_\_\_  
(If known)

Accounts Receivable - Acc No. \_\_\_\_\_  
(If known)

### Section 1 Customer details

*Details of the customer*

First name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Last name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Locality: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_

Locality: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Section 2 Preferred method of correspondence

*Please tick*

Australia Post:

Email:

### Section 3 Account Payable details

*Complete relevant details*

ABN No: \_\_\_\_\_ Are you registered for GST?: Yes  No

Account name: \_\_\_\_\_

Bank: \_\_\_\_\_

Account No: \_\_\_\_\_ BSB No: \_\_\_\_\_

Email Address for Purchase Orders: \_\_\_\_\_

Email Address for EFT Payments advice: \_\_\_\_\_

Please attach a copy document confirming bank details (BSB and Account Number):

Bank statement  Blank 'Void' cheque  Other (specify): \_\_\_\_\_

### Lodgement

*Sign, date and forward this application to Cook Shire Council.*

I declare the information provided in this application to be complete, true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_