

RYEDALE DISTRICT COUNCIL

BACS PAYMENT REQUEST FORM

NOTICE TO ALL SUPPLIERS OF GOODS & SERVICES

The Council can now pay your accounts by BACS directly into your bank account and if possible notify you by Fax.

The advantages of paying by this method are as follows: -

- a) It will remove the possibility of any cheque being lost, stolen or delayed in the post.
- b) You are saved the time, inconvenience and expense of paying cheques into your bank account.
- c) You will have quicker access to incoming funds, which will aid your cash flow.

Please find overleaf a form for you to complete to enable us to make payments to you by BACS.

Our aim is to phase out payment by cheque and to ensure your invoices continue to be paid on time it would be appreciated if you could send the completed form to Ryedale House, Old Malton Road, Malton YO17 7HH or alternatively you could fax it back to us on:

01653 696801 - F.A.O. Ann Chapman

Please note that if you do not have access to a Fax machine you will be notified by post of payments made but if you have any other queries regarding this matter please do not hesitate to contact Financial Services on Extension 448 or 447.

NAME OF CREDITOR _____
ADDRESS _____

POST CODE _____
TEL. NUMBER _____
E-MAIL ADDRESS _____

FAX. DETAILS
FAX. NUMBER _____
IS YOUR FAX. MACHINE SWITCHED ON AT ALL TIMES?

| | |
|-----|----|
| YES | NO |
|-----|----|

IF NO PLEASE STATE WHEN _____

BANK DETAILS
NAME OF BANK _____
ADDRESS _____

BANK ACCOUNT NAME _____
SORT CODE

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|--|--|--|--|--|--|

ACCOUNT NUMBER

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AUTHORISED SIGNATURE (S) _____

FOR OFFICIAL USE ONLY: -
CREDITOR NAME: _____ CREDITOR CODE: _____