

**Administration Building:** 180 Mort Street Lithgow  
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**Fax:** (02) 63514259  
**Email:** [council@lithgow.nsw.gov.au](mailto:council@lithgow.nsw.gov.au)  
**Web:** [www.lithgow.nsw.gov.au](http://www.lithgow.nsw.gov.au)  
**ABN:** 59 986 092 492



## SUPPLIER INFORMATION FORM

Complete the following information and return by email to [council@lithgow.nsw.gov.au](mailto:council@lithgow.nsw.gov.au)

TRADING NAME ABN

BANK ACCOUNT NAME BANK BRANCH

BSB ACCOUNT NUMBER PAYMENT TERMS e.g. 30 days

ADDRESS LINE 1

ADDRESS LINE 2

TOWN/CITY STATE POSTCODE

EMAIL PHONE FAX

REGISTERED FOR GST TYPE OF BUSINESS

YES NO

**A request to purchase goods / services requested by a Council Officer MUST BE ACCOMPANIED BY AN OFFICIAL COUNCIL PURCHASE ORDER. Please quote the purchase order number on your invoice when claiming payment. Should no order number be quoted Council may not be able to finalise the account. Please refer to Council's website <http://council.lithgow.com/doing-business-with-council/>**

**Please note: Council only accepts electronic invoices e.g. PDF, JPEG, PNG, TIFF, HTML**

**IMPORTANT: ATTACH BANK STATEMENT HEADER OR BANK ISSUED DEPOSIT SLIP FOR AUDITING PURPOSES**

I / we the contractor/supplier authorise direct credit to the bank account detailed above by Lithgow City Council and understand Council will pay for goods / service upon quoting an official Council Order No.

SIGNATURE DATE

PRINT NAME POSITION HELD

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.