

Administration Building: 180 Mort Street Lithgow
Postal Address: PO Box 19 Lithgow NSW 2790
Phone: (02) 63549999
Fax: (02) 63514259
Email: council@lithgow.nsw.gov.au
Web: www.lithgow.nsw.gov.au
ABN: 59 986 092 492



PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT)

To eliminate the significant and increasing potential for cheque fraud, Council would like to make payments to you by 'Electronic Funds Transfer' (EFT) which provides the advantages of:

- Immediate access to cleared funds
- Elimination of fraudulent interception or misuse of a cheque
- Same day remittance advice in the mail or by email

Complete the following information and return by email or fax (details above)

TRADING NAME ABN

BANK ACCOUNT NAME BANK BRANCH

BSB ACCOUNT NUMBER

IMPORTANT: ATTACH / FAX A COPY OF CURRENT BANK DEPOSIT SLIP AS CONFIRMATION

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.

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.