



**LITHGOW CITY COUNCIL**

180 MORT ST

PO Box 19

**LITHGOW NSW 2790**

**ABN: 59 986 092 492**

Ph: 02 63549957

Fax: 02 63531056

Email: council@lithgow.nsw.gov.au

**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 will 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 mail or **RETURN FAX to (02) 63531056:**

TRADING NAME: \_\_\_\_\_

ABN: \_\_\_\_\_

BANK DETAILS: NAME OF ACCOUNT: \_\_\_\_\_

BANK: \_\_\_\_\_ BRANCH : \_\_\_\_\_

BSB:    ---

ACCOUNT:

**IMPORTANT:**

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

REGISTERED FOR GST: YES / NO

TYPE OF BUSINESS: \_\_\_\_\_

**A request to purchase goods / services requested by a Council Officer MUST BE ACCOMPANIED BY AN OFFICIAL COUNCIL ORDER.**

**Please quote this number on your invoice when claiming payment. Should an Order No not be quoted Council may be in a position not to finalise the account.**

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

Authorising signature: \_\_\_\_\_ Date: / /

Print Name: \_\_\_\_\_

Position Held: \_\_\_\_\_