**Supplier Registration / BACS Form**

This form is to be completed by the Supplier requiring payment

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| **Tips On Completing This Form** |
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* Please complete all sections where applicable.
* Incomplete forms cannot be processed and will be returned to you for amendment.
* Please check that you have entered 8 digits for your bank account, because we are unable to process bacs payments in any other format.
* Post Office accounts are unable to accept BACS payments from us, as are certain other bank accounts and building societies. If you are in any doubt, please check first with your branch for advice.

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| **Once completed, please return via email to the address BELOW** |

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| **Team** | Family Information Service |
| **Tel** | 0121 704 6015 |
| **Email** | [eefenquiries@solihull.gov.uk](mailto:eefenquiries@solihull.gov.uk) |

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| **Please fill in all relevant fields below** | | | |
| **Supplier/Company Name** | | Click or tap here to enter text. | |
| **VAT Registration Number** | | Click or tap here to enter text. | |
| **Company Type** | | Choose an item. | |
| **Remittance Email:** | Click or tap here to enter text. | **Remittance Tel No:** | Click or tap here to enter text. |
| **Purchase Order Email:** | Click or tap here to enter text. | **Purchase Order Tel No:** | Click or tap here to enter text. |

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| **Nature of Business** | Choose an item. |
| **Constructions Industry Scheme (CIS) Registered** | Choose an item. |
| **If YES, please add your Certificate Number** | Click or tap here to enter text. |
| **Certificate Type** | Choose an item. |

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| **Supplier/Company Registered Address Line 1** | Click or tap here to enter text. |
| **Supplier/Company Registered Address Line 2** | Click or tap here to enter text. |
| **Supplier/Company Registered Address Line 3** | Click or tap here to enter text. |
| **Supplier/Company Registered Postcode** | Click or tap here to enter text. |

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| **SUPPLIER CONTACT DETAILS (ADMIN)** | | | | |
| **First Name** | Click or tap here to enter text. | **Last Name** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. | **Job Title** | Click or tap here to enter text. |
| **Mobile Number** | Click or tap here to enter text. | **Landline Number (incl. ext)** | Click or tap here to enter text. |

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| **ADDITIONAL ADDRESSES (if applicable)** | |
| **Supplier Address Line 1** | Click or tap here to enter text. |
| **Supplier Address Line 2** | Click or tap here to enter text. |
| **Supplier Address Line 3** | Click or tap here to enter text. |
| **Supplier Postcode** | Click or tap here to enter text. |

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| **BANK DETAILS** | |
| **Bank Name** (i.e. Lloyds, Natwest) | Click or tap here to enter text. |
| **Bank Account Name** | Click or tap here to enter text. |
| **Bank Account Number** | Click or tap here to enter text. |
| **Bank Sort Code** | Click or tap here to enter text. |

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| **Once completed, please return a signed copy to the requisitioner’s email address as detailed** [**here**](#Contact) | | |
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| **Name in BLOCK CAPITALS** | Click or tap here to enter text. |
| **Signature** |  |
| **Date** | Click or tap to enter a date. |

**BACS PAYMENTS**

**How often are BACS payment runs completed by the Council?**

* Payment runs are completed twice a week.
* The payment run schedule may be altered as necessary in line with UK bank holidays.
* Approved payments will be made within your specified payment terms where possible.

**How do I know what my payment relates to?**

* A remittance advice will be available following a payment run, and will be emailed to the remittance email address provided detailing what the payment is for, and when it will arrive in your specified account.
* If you have provided us with a valid email address, the remittance will be sent electronically via an automated system – ***Please do not reply to the address the remittance is sent from, as this mailbox is unmonitored, and your message will not be seen.***
* If we do not have a valid email address for you, remittance advices will be sent to your address via second class post.

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| ***FOR OFFICE USE ONLY – DETAILS CHECKED BY*** | | | |
| **Name in BLOCK CAPITALS** | | Click or tap here to enter text. | |
| **Signature** | |  | |
| **Date** | | Click or tap to enter a date. | |
| **Person Spoken To** | Click or tap here to enter text. | **Position in Company** | Click or tap here to enter text. |