

## Creditor / Supplier Application form



(Top section - for Office use only)

Nax Customer No.

Existing/New

Creditor No.

(Note : Please complete all fields which are mandatory)

Company Name \*

(\*as it will be shown on your invoice)

OR Surname

First Name

Second Name or Initial

Postal\* or Actual Address

\* (postal preferred)

Town

City

Post Code

Phone No.

OR

Mobile No.

Payment Remittance Email

(if none your remittance will be posted)

Payment Type - **All payments are D/Cr**

Direct Credit

GST or IRD No.

OR

Registered for GST - (Yes / No)

Bank Account No.\*

**\*(Please attach pre-printed verification of Bank a/c details (name and number must be shown)  
- i.e. deposit slip, screen-dump as an attachment in email, printed bank receipt or a bank statement)**

Creditor/ Supplier (authorised person)

Name (Printed).

please sign and date

Position

**Payment Terms:** Our payment terms are '20th following month after invoice date'. Any terms other than this, may mean your invoice may not be paid any earlier.

**IMPORTANT:-**

- 1) All invoices must have a 'Purchase Order number' included or they may be returned /delayed in being processed.**
- 2) Please send all invoices / statements and any queries to our 'Accounts' email: - [accounts@westlanddc.govt.nz](mailto:accounts@westlanddc.govt.nz) for prompt action and processing.**