

Creditor / Supplier Application form



WESTLAND
DISTRICT COUNCIL

Private Bag 704
Hokitika 7842

(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 hold your cursor over the above box for information on needs to be supplied as verification of the bank account number

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 for prompt action and processing.