



Creditor Details - New/Updated

To be completed by vendor

| Vendor Details | |
|---------------------------------|--|
| Name of Business/Vendor | _____ |
| Postal Address | _____ |
| Contact: | _____ |
| Phone | Work _____ Mobile _____ |
| Email | _____ |
| Business Details | |
| ABN | _____ |
| GST | Are you registered for GST? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Business Trading Payment Terms | _____ Days |
| Bank Details | |
| Account Name | _____ |
| BSB Number | Account Number _____ |
| Bank Name | Branch _____ |
| Vendor's Authorisation | |
| Authorising Name | _____ |
| Signature | Date _____ |
| Office Use Only | Records |
| Requesting Officer Name | |
| Signature of Manager/ Director | |
| Date | |
| Contractor Induction Completed: | Yes No Date Completed: |

Please note: If you are a contractor completing works for the Shire you will need to complete an online induction prior to commencing work (which can be found on the Shire website).