



## **SMALL BUSINESS CREDIT TERMS AMENDMENT FORM**

**From:** Accounts Payable  
**Tel:** 020 7361 2331

**Email:** AccountsPayable@rbkc.gov.uk  
**Fax:** 020 7368 0329

### **Supplier Details:**

Trading Name:	_____		
Address Details: (Inc Full Postcode)	_____ _____ _____		
Company Reg No:	_____	VAT No:	_____
Type of Business:	_____		

### **Contact Details:**

Tel No:	_____
Fax No (To receive Remittance Advices):	_____
Email (To receive Remittance Advices):	_____
Email (To Notify you of your Account No. To be completed if different to the email address above):	_____

### **Bank Details: (special terms only apply for BACS payments)**

Are payments to be made to a factor company?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Payee Account Name:	_____			
Payee Sort Code:	_____	Account Number:	_____	
Roll Number (Building Society):	_____			

I certify that the above organisation has less than 50 employees and the information provided above is correct

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please read the following notes, and ensure your form is fully completed before you submit it**

**To enable us to make payments to you promptly, you should note the requirements below and ensure that all details requested are provided on this form and on your invoices when you submit them.**

### **Invoice requirements**

- As a minimum the following list of details should be provided on your invoice:
  1. An invoice number, this should be unique for each invoice that you submit
  2. An invoice date
  3. Billing address details
  4. Telephone contact details
  5. VAT number where applicable
  6. Purchase Order number where applicable
- Billing address: To assist us in processing your invoice as quickly as possible your invoice should be sent to the following address using this suggested format.

RBKC  
Accounts Payable (Room 123)  
OW Supplier **SN (PL)**  
The Town Hall  
Hornton Street  
London  
W8 7NX

**SN:** refers to your Account number which will be quoted on a previous remittance advice as 'Payee No.'

**PL:** In some instances the Council may requisition your goods/services without the use of an official purchase order and will require additional information to identify the department responsible for approving your invoice. This information termed as the processing location or department code should be obtained from the staff member of the council that has requisitioned your goods/services on any purchases that are not made using our official purchase order.

It is important to note that that you may be providing goods/services for more than one department and the department code provided as part of the billing address should be changed to reflect the correct department.

### **Remittance Advices**

- We have the ability to send the remittance advice via email and you should provide us with a general email address for your organisation.
- If the email option is not possible then we also have the ability to fax remittance advices.

### **Bank Details**

- In order to benefit from our special payment terms all payments will be processed by BACS directly to your bank account.

### **General**

- Signature: A person holding a senior position within your organisation should sign the form.
- To ensure minimal delay the form should be emailed or faxed to us using the details provided on the form.

- By completing this form you are declaring that your organisation meets the criteria of a small business (employing less than 50 staff).