


PLEASE RETURN TO:

Name:

Email address:

 To be completed by WCC Purchase
 Order owner

BACS DETAILS FORM

To be completed by the Supplier requiring payment

 Please fill in all relevant fields and use **BLOCK CAPITALS** when completing the form below:

| | |
|---|--|
| *Supplier Name (to match Bank account name unless factoring) | |
| *Supplier Remittance Address Line 1 | |
| *Remittance Address Line 2 | |
| *Remittance Address Line 3 | |
| *Remittance Postcode | |
| *Remittance Email | |
| *Phone No. | |
| *Name in which the bank account is held (supplier/factor) | |
| Building Society Reference/Roll No. | |

| | | | | | | | | | |
|---|--|--|----|--|--|----|--|--|--|
| *Bank Account Number (supplier/factor**) | | | | | | | | | |
| *Bank Sort Code (supplier/factor**) | | | -- | | | -- | | | |

Forms without a signature will not be accepted

Please either **(a)** print, complete and sign this form or **(b)** complete and sign using an electronic signature. Please send the completed form to the email address above. Scanned images should be sent as pdf

| | |
|--------------------------------|--|
| *Name in BLOCK CAPITALS | |
| *Signature | |
| *Date | |

FOR COMMERCIAL SUPPLIERS ONLY

| | | | |
|-------------------------------|--|---------------------------|--|
| *Position in Company | | *Company Reg No. | |
| VAT Reg Number | | UTR Number | |
| *Factoring Company Y/N | | *Factoring Co Name | |

Please include further details below if your order address is different from your remittance address

| | |
|--------------------------------------|--|
| Supplier Order Address Line 1 | |
| Order Address Line 2 | |
| Order Address Line 3 | |

| | |
|-----------------------------|--|
| Order Postcode | |
| Supplier Order Email | |
| Order Phone Number | |

(*Mandatory field)

For further guidance, please see below

BACS PAYMENTS

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

- Payment runs are completed three times a week on a Tuesday, Thursday and Friday and payments will be cleared funds in bank accounts 4 working days later
- Crediting dates may be impacted in line with UK bank holidays, etc.
- Approved payments will be made within 30 days of receipt of a valid invoice where possible, however we are unable to provide a guarantee for unapproved payments.

How do I know what my payment relates to?

- A remittance advice will be emailed promptly detailing what the payment is for (please note you will need to have provided us with your email address for this)

TIPS ON COMPLETING THIS FORM

- All fields marked with * are mandatory.
- Individuals seeking payment must complete the top section of the form only.
- For payments to schools who are part of a Multi Academy Trust, the supplier name should be the MAT, and the individual school name can form part of the address, as the bank account is usually in the name of the MAT trading as
- Commercial suppliers must also complete the lower section of the form, ensuring you indicate if you use a factoring company.
- **If you use a factoring company, you must send a copy of your letter of assignment with this form and complete the bank details for the factoring company where indicated by **.**
- All BACS forms must be fully completed and signed as per the “Forms without a signature will not be accepted” section overleaf.
- We are unable to process incomplete forms, they will be returned to you for amendment.
- If your bank account number is not 8 digits, please seek advice from your bank or building society before completing the form.
- 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.
- If you require further advice on completing this form, please contact the email address shown on the previous page.

Once completed, please return the completed form to the email address shown on the previous page. Please ensure the form is sent as a PDF type document.

FOR WCC OFFICE USE ONLY:

1. *New supplier records - this document should be attached to the record at the time of set up*
2. *The original email providing us with the completed form must also be attached to the record*