

SHIRE OF KONDININ

NEW/UPDATED CREDITOR DETAILS



Use this form to request a Creditor be created or advise changes to details

- Please note, a shire staff member will be in contact to verify confirmation of bank details.

CREDITOR/SUPPLIER DETAILS

 NEW CHANGE OF DETAILS

Company
Name

ABN

Registered for GST Y N

Street Address

Postal Address

Telephone No

Mobile No

Email Address

Contact Person

SURNAME

GIVEN NAME

BANK DETAILS

 NEW CHANGE OF DETAILS

Name of Account

Name of Bank

BSB

Account Number

Email Address for
Remittance

CHECKLIST - SHIRE OF KONDININ OFFICE USE ONLY

- 1 New creditor - Shire Officer initiated contact: (Full Name)
- 2 Creditor details received via: Email Invoice Letter Hand delivered
- 3 Contacted supplier (number independently sourced to verify bank details):
- 4 Add memo to creditor file:
- 5 Updated Creditor details:
- 6 Contact made with: (Full Name)

SHIRE OF KONDININ OFFICE USE ONLY

Officers name	<input type="text"/>	Officers signature	<input type="text"/>
Manager Name	<input type="text"/>	Manager Signature	<input type="text"/>
N & A Code	<input type="text"/>	Current ABN details attached	<input type="checkbox"/>
Creditor Number	<input type="text"/>	Date Updated	<input type="text"/>