



Lithgow City Council

180 Mort Street

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LITHGOW NSW 2790

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ABN: 59 986 092 492

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT)

To eliminate the significant and increasing potential for cheque fraud Council would like to make payments to you by 'Electronic Funds Transfer' (EFT) which provides the advantages of:

- Immediate access to cleared funds
- Elimination of fraudulent interception or misuse of a cheque
- Same day remittance advice in the mail or by email

Complete the following information and return by mail or **RETURN FAX to (02) 63531056:**

TRADING NAME: _____

ABN: _____

BANK DETAILS: NAME OF ACCOUNT: _____

BANK: _____ BRANCH: _____

BSB: ---

ACCOUNT:

IMPORTANT:

ATTACH / FAX A COPY OF CURRENT BANK DEPOSIT SLIP AS CONFIRMATION

ADDRESS: _____

EMAIL: _____

PHONE: _____ FAX: _____

REGISTERED FOR GST: YES / NO

TYPE OF BUSINESS: _____

A request to purchase goods / services requested by a Council Officer MUST BE ACCOMPANIED BY AN OFFICIAL COUNCIL ORDER. Please quote this number on your invoice when claiming payment. Should an Order No not be quoted Council may be in a position not to finalise the account.

I / we the contractor/supplier authorise direct credit to the bank account detailed above by the City of Lithgow Council and understand Council will pay for goods / service upon quoting an official Council Order No.

Authorising signature: _____ Date: / /

Print Name: _____

Position Held: _____

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

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