



APPLICATION FORM NEW CREDITOR / MODIFY EXISTING CREDITOR

Council Policy (CP035-Payment of Accounts)

FORM 14

Date stamp

Part 1 Officer Details (Shire of Dardanup Staff Member to complete)

New Creditor Existing Creditor Creditor Number (If known)

Officer Name Department

Is there a similar supplier of goods/services already established in our SynergySoft system?
 Yes No; please complete below

Justification for establishing new supplier (ie sole supplier, new contract/tender awarded)

Are there any Disclosure Interests (ie Related Party/Relative/Conflict of Interest/Financial Interest) to declare?
 No Yes; please complete below

Disclosure Details (ie Related Party/Relative/Conflict of Interest/Financial Interest)

Signed Date

Part 2 Supplier Details(Supplier to complete Parts 2 to 5)

Company/Individual Name Trading Name (if applicable)

Postal Address

Contact Number Email

Part 3 Australian Business Number (ABN) if applicable

Does the creditor/supplier have an Australian Business Number (ABN)?
 Yes; please complete ABN below No; Statement by Supplier form is required GST Registered? Yes No

ABN (11 digits)

Part 4 Bank Account Details for Payment

Bank Code (6 digits) Account Number Account Name

Part 5 Declaration

I declare that I have authority to provide the bank details for the Company/Individual as listed in Part 2.

Name Position

Signature Date

Part 6 FINANCE USE ONLY

CREATE NEW CREDITOR
Procurement Officer

Approval granted to create new Creditor

Signature

Date

MODIFY EXISTING CREDITOR
Manager Financial Services

Approval granted to modify Creditor

Signature

Date

**CONFIRMATION OF CREDITORS MASTER FILE
UPDATED**
Accounts Payable Officer

New Creditor created in Synergy Soft

Existing Creditor modified in Synergy Soft

ASIC / ABN check (if applicable)

New bank details verified via phone/email

Entered by

Synergy Record Reviewed by

Date

Empty space for additional information or notes.

Part 7 Additional Information

Multiple horizontal lines for providing additional information.