

# Company Creditor Form

Shire of West Arthur  
 PO Box 112  
 31 Burrowes Street  
 Darkan WA 6392  
 T: (08) 9736 2400  
 E: shire@westarthur.wa.gov.au



Use this form to create or advise changes to Creditor details.  
 If change to details is requested, complete the below checklist.

**CREDITOR DETAILS**                      **NEW**                       **CHANGE OF DETAILS**

Trading Name			
ABN		Registered for GST	Yes/No
Street Address			
Postal Address (if different)			
Telephone No		Mobile Number	
Email Address			
Contact Person - Surname		First Name	
Signature		Date	

**BANK DETAILS**                      **NEW**                       **CHANGE OF DETAILS**

Name of Account			
Name of Bank			
Branch Name			
BSB		Account Number	

**CHECKLIST**

- |   |   |
|---|---|
| 1 | New Creditor – Shire Officer initiated contact (skip remainder of checklist)  |
| 2 | Change of details received via: <input type="checkbox"/> Email <input type="checkbox"/> Invoice <input type="checkbox"/> Letter <input type="checkbox"/> Hand Delivered |
| 3 | Contacted supplier using existing details to verify change of details <input type="checkbox"/>  |
| 4 | Contact made with: (Full name) .....  |

**OFFICE USE ONLY**

Phone number obtained from			
Account details verified			
Officer's Name		Date	
Officer's Signature			
MCS Authorisation			