

Individual Creditor Form

Shire of West Arthur
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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**

Name			
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			