**New Supplier Form** 

**As a new supplier to Fylde Council, please complete and return this form by email to** [**creditors@fylde.gov.uk**](mailto:creditors@fylde.gov.uk) **or your Fylde Council contact. Alternatively, it can be posted to: Finance Administration Team, Fylde Council, Town Hall, St. Annes Road West, St. Annes, Lancs, FY8 1LW.**

Fylde Council aims to ensure that invoices are processed effectively. Please ensure that invoices identify a Fylde Council Purchase Order Number, company registration and company VAT number (where relevant). Invalid or incorrect invoices will be returned for correction and resubmission.

To satisfy the requirements of the Data Protection Act 2018, incorporating the General Data Protection Regulations (GDPR) the council is obliged to make it clear to you how we use your personal data and to say who we might share it with. Your personal data may be used for purposes other than payment of supplier invoices. For example your data could be passed on to the Cabinet Office, as part of the National Fraud Initiative, for detecting claims for benefits which are fraudulent due to undeclared income. The use of data by the Cabinet Office for this data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. Full details of your rights under the GDPR, the type of information we collect from you and how long we retain it for, is contained in the Financial Services Privacy notice available at [www.fylde.gov.uk/council/web-site-privacy-statement](http://www.fylde.gov.uk/council/web-site-privacy-statement)

**PART 1** - **TO BE COMPLETED BY SUPPLIER** – ALL FIELDS MARKED WITH (\*) MUST BE COMPLETED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Financial Information required for ordering/accounting purposes** | | | | |
| Supplier Name \* | |  | |  | |
| Address, (including postcode) \* | |  | |  | |
| Telephone Number \* | |  | | | |
| Email Address \* | |  | | | |
| Remittance Email Address \* | |  | | | |
| VAT Registration Number | |  | Company Registration Number | |  |
| Organisation Registration Number | |  | Type of Goods/Services/ Works to be Supplied \* | |  |

**Organisation type** *(please tick all that apply)*

Public Sector Limited Company Limited Partnership Community/Voluntary/Charity Social Enterprise

Small/Medium Enterprise (fewer than 250 employees) Sole Trader Non Limited Partnership Individual

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** | **Bank Details** |  |  |

Fylde Council pays its suppliers by BACS.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bank \* |  | Branch \* |  |
| Account Name \* |  | | |
| Account Number \* |  | Sort Code \* |  |  |

|  |  |  |
| --- | --- | --- |
| **3.** |  | **Purchase Orders** |

Fylde Council procures Goods and Services through an Internal Purchase Ordering system. A Purchase Order will be emailed to the email address supplied in Section 1 above. Please quote this Purchase Order Number on your invoice.

If you wish it to be sent to a different email address, please give details below:

|  |  |
| --- | --- |
| Email Address |  |

# If different from Section 1

Fylde Council would prefer to accept invoices and account statements from suppliers by email. These should be sent to: [creditors@fylde.gov.uk](mailto:creditors@fylde.gov.uk).

|  |  |
| --- | --- |
| **4.** | **Additional Details (Off Payroll, Self-Employed or Construction Industry Scheme (CIS))** |

**For non-CIS suppliers, if you are paid off-payroll, or, you work under a contract as self-employed, please provide a completed copy of the “Check Employment Status for Tax” toolkit available at:**

[**https://www.tax.service.gov.uk/check-employment-status-for-tax/setup**](https://www.tax.service.gov.uk/check-employment-status-for-tax/setup)

Note: if self-employed you will be responsible for registering with HM Revenue and Customs (HMRC). Off payroll working rules must be considered if you:

* Provide your services to a client through your own intermediary
* Hire people who provide their services through an intermediary to public sector clients

The intermediary can be:

* A workers own limited company – known as a Personal Service Company (PSC)
* A partnership
* Another individual

**Please tick the box to confirm you have completed the “Check Employment Status for Tax” toolkit and enclose a copy of the results with this form. Please also complete section 4.1 below.**

**If your organisation is registered under the Construction Industry Scheme (CIS) please tick the box and complete the section below.** **(You are not required to provide an “employment status for tax” check.)**

**4.1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name/Authorised user | |  | | Acting for (CIS only) | |  | |
| Unique Tax Ref \* | |  | | NI Number \* | |  | |
| **Please tick the relevant box to indicate the percentage of deduction** | | | | | | | |
| 0% |  | | 20% |  | 40% | |  |

**I certify these details are correct and that I am authorised by the organisation above to instruct payment as detailed (please sign or add an electronic signature).**

|  |  |  |  |
| --- | --- | --- | --- |
| Name \*  (please print) |  | Signature \* |  |
| Position in Organisation \* |  | Date \* |  |

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Fylde Council use only:

The Employment Status for Tax form must be checked by the Authorised signatory before sending this form for processing.

Authorised Signatory approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Creditor Ref

VAT Verification reference: WAPIAAA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_