

## Direct Payments: Bank Mandate Form

**Please complete this form in order to enable WCC to set up your supplier account.  
Be aware that any payments due may be delayed if this information is not returned**

Name:	
Address:	
Telephone Number:	
Fax Number:	
Email Address:	
Additional Information:	

**It is WCC policy to pay all suppliers where possible via Bank Automated Credit System (BACS). This preferred method is more secure and efficient than cheques, and reduces the processing time for payments. Please provide your account details as below:**

Account Holder - name as shown on Bank Account:								
Bank / Building Society Name:								
Bank / Building Society Branch Address:								
Bank Account Number:								
Bank Sort Code Number:								

[illegible]

### How your information may be used

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy.

We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct. If you would like further information visit our website: [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) or contact our Customer Service Centre at: Warwickshire County Council, Shire Hall, Warwick, CV34 4SA. Telephone: 01926 410410

**Sending personal information by email is not secure. Please return the completed form or supply the information using the instructions accompanying this form by Post:**

\*\*\*Team Administrator to put team return address details in \*\*\*

**Declaration: I authorise Warwickshire County Council to use this information**

<b>Name: (print)</b>		<b>Signature:</b>	
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WCC Use Only

Supplier Number		Loaded By	
New / Amendment		Date	
Internal Reference No		Reason for request	