



Supplier Data Capture Form (Commercial Organisation/Community Grant) v5

Warwickshire
County Council

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

Completed forms can be returned -

By Post: Exchequer Services, Resources, Warwickshire County Council, PO Box 3, Shire Hall, CV34 4RL

By Fax: 01926 412459

By email: suppliermaintenance@warwickshire.gov.uk

Confidential data sent by post, fax or email cannot be guaranteed to be secure from interception or hacking
Warwickshire County Council accepts no responsibility should this occur outside of the Authority's systems and means of control

For queries telephone: 01926 418122

Company Name:				
Company Address:				
Invoicing / Payments Address (if different to above):				
Number of Employees	1-9	10-49	50-249	250+
Company Registration Number:				
VAT Registration Number (if applicable):				
Construction Industry Scheme Reference Number (if applicable) <i>Please also complete CIS form</i>				
Charity Number (if applicable):				
Whole Government Accounts (all public sector bodies) CPID No. (if applicable):				
Telephone Number:				
Fax Number:				
Email Address for Orders:				
Email Address for Remittance Advice:				
Company Website Address:				
Can you send invoices by email to wcce-invoicing@warwickshire.gov.uk				

Warwickshire County Council will shortly be introducing new financial systems and the expectation is that going forwards, all suppliers will need to be able to transact electronically with the Council.



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It is WCC policy to pay all suppliers via Bank Automated Credit System (BACS). This method is secure and efficient, and reduces the processing time for payments.

Account Name as shown on Bank Account:																
Bank / Building Society Name:																
Bank / Building Society Branch Address:																
Bank Account Number:																
Bank Sort Code Number:																
Building Society Account Number (You must also include the 8 digit bank account number & sort code):																

How your information may be used

We work with partners to provide 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

Declaration: I authorise Warwickshire County Council to use this information

Name: (print)		Position:	
Date:			

WCC Use Only

Supplier Number		Loaded By	
New / Amendment		Date	