

Details of Suppliers and Creditors

You are a new supplier / creditor and we do not hold the necessary information required to make the payment to you.



defra

Department for Environment
Food and Rural Affairs

Return Address Once this form is completed, please send to:

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For Defra or associates use only

Company No. (e.g. 01: Defra)
(this field must be completed or form will be returned)

For DFSSD use only

Vendor No.

- Should you have any queries about the completion of this form, please contact:

Name and telephone number

- If completing by hand, please write clearly in BLOCK Letters and use **black ink**.
- Should you require extra space to reply to any of the questions, please attach an extra page.
- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.

1. Supplier or Creditor

Are you a supplier of goods or services, a creditor applying for a payment for some other reason, (eg. grant payments), or a Government Department / Agency with an account at the Paymaster General's Office?

Supplier.....	<input type="checkbox"/>	OGD.....	<input type="checkbox"/>	Committee Member.....	<input type="checkbox"/>
Public body.....	<input type="checkbox"/>	Local Vet Inspector (LVI)....	<input type="checkbox"/>	Farmer.....	<input type="checkbox"/>
Other.....	<input type="checkbox"/>	If 'Other' Description.....	<input type="text"/>		
		if 'Farmer' supply CPH number	<input type="text"/>		

2. Business Name & Address

a. Business name

Payee (if different from above)

Address

City/Town

Postcode Country

Email address

b. Please enter details of the officer in the accounts department to whom payment and remittance advices should be sent and payment queries directed.

Name

Telephone no. (including national dialling code)

Fax for remittance advice only

Email address for purchase orders and remittances

c. If purchase orders need to be sent to an address different to that given in 2a, please enter details here:

Address

City/Town

Postcode Country

Email address

3. Taxation Details

- a. Are you registered for VAT in the UK? Yes No
- b. If yes, please state your VAT Registration number:

G	B										
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- c. If you are registered for any EU taxes, please state the Country, your full Tax Registration number with the country prefix.

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- d. Do you have a CIS Certificate issued by HMRC?.....Yes No
- e. If yes, please state in the Certificate Registration number start and expiry date:
 Please ensure that your original CIS documentation is presented at your nearest Defra office.

Registration number

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Start date

--	--	--	--	--	--	--	--	--	--	--	--

Expiry date

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f. Certificate Type

CIS 4 (temp)

CIS 4 (perm)

CIS 5

CIS 6

If CIS 4, national insurance no. is required

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4. Payment Details

- a. Payments are made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.
- b. BACS
 For payment by BACS, please complete the following details:
 Bank or Building Society name

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 Branch

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 Sort Code

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Account Number

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Account name

--

Building Society roll number

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- c. If you are a Government Department/Agency with an Account at the Paymaster General's Office, please enter your PGO Account number here:

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5. Supplier Information

Please tick one of the business categories below, according to your type of business. Then select (tick) the approximate size of your business.

Type of business Manufacturing..... Service Industry..... Construction..... Transport

Please tick all of the following that best describe your business:

Minority Owned..... Small Business..... Woman Owned.....
(Less than 249 employees)

Standard Industries Classification

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If you are none of the above categories please state the following:

Type of business

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6. Name of person authorising the form

on behalf of the supplier/creditor

Signature

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Name in BLOCK Letters

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Position in business

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Telephone no.

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Fax no.

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Person authorising form on behalf of Defra or its associates

Signature

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Name in BLOCK Letters

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Grade (EO or above) / location

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Telephone no.

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Fax no.

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