



worcestershire county council

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Worcester
WR5 2XF
Telephone: 01905 766560 / 766026
Fax: 01905 766073
Email: sapvendors@worcestershire.gov.uk

The County Council's preferred method of payment is directly into your bank account via BACS. This method is more efficient and reduces payment processing time. Please use **BLOCK CAPITALS** when completing the form below.

Payee Name	
Address	
Post Code	Telephone Number

Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building Society Reference/Roll No. _____

Account Name _____

Bank/Building Society Name _____

Please provide either your email address or fax number to which remittance advices will be sent.
Email is Worcestershire County Council's preferred despatch option for BACS remittance advices.

Email Address
Fax Number

Please **sign** this form & return to the address above. Without your signature or company stamp, we are unable to accept any bank details for update.

Signature/Company Stamp

Name in **BLOCK CAPITALS**

Date

Private individuals are not required to fill in the details below

Position in Company	Company Reg No.
Direct Contact No.	VAT Reg No.

For further guidance, please see overleaf

For WCC Use Only

Vendor Number _____

Signed & Date _____

BACS payments provide the following benefits to all involved

- You receive cleared funds on the date specified on your remittance advice.
- There is no possibility of cheques being lost or delayed in the post.
- You are saved the time and trouble involved with paying cheques into your bank or building society.
- We reduce our administration costs.

Completing the BACS Form

- All BACS forms must be fully completed and signed. Incomplete forms cannot be processed and the form will be returned to you for amendment.
- If your bank account number is more or less than 8 digits, please seek advice from your bank or building society before completing the form.
- Post Office accounts are unable to accept BACS payments from us, as are certain other bank accounts and building societies. If you're in any doubt, please first check with your branch for advice.
- You may scan and email the BACS form back to us at sapvendors@worcestershire.gov.uk or fax to 01905 766073.
- Worcestershire County Council process payments on behalf of various schools and academies. These bank details will be used by us and the various schools and academies, unless you notify us. You will receive a separate remittance advice from each of these organisations.

Remittance Advices

- A remittance advice will be sent to you detailing what the payment is for and when it will arrive in your bank account. These can be faxed, emailed or posted.
- Faxed remittance advices are sent via an automated system, usually during out of office hours.
- Emailed remittance advices are also sent via an automated system. Please do not reply to the address the remittances are sent from as this mailbox is unmonitored and will not be read.
- If you have not provided either an email address or fax number, remittance advices will be posted to you second class.

For further advice on completing this form please contact us on 01905 766560 / 766026 or by email to sapvendors@worcestershire.gov.uk