

# Bank Mandate for Payment by BACS

This is a BACS payment form, which requires to be completed to allow any payments to be released to your organisation's bank through North Lanarkshire Council's Finance Department.

## North Lanarkshire Council Finance Department – Revenue Services

### Payment of Creditors – Bank Mandate for Payment by BACS

#### Please complete sections 1 to 13

1. Name of Organisation \_\_\_\_\_
2. Address (this must match with one of the addresses given in section 2 or the address on the bank statement) \_\_\_\_\_
3. Post Code \_\_\_\_\_
4. Telephone Number \_\_\_\_\_
5. Fax Number \_\_\_\_\_
6. E-mail address \_\_\_\_\_
  
7. Name of Bank Account \_\_\_\_\_
8. Bank Sort Code \_\_\_\_\_
9. Bank Account Number \_\_\_\_\_
10. Acc. Roll Number \_\_\_\_\_  
(e.g. Building Society, Municipal Bank)

**I hereby confirm that the above are true details to be used for the purpose of receiving payments from North Lanarkshire Council which may be due to the organisations / payee as stated at item 1 above.**

11. Authorised Signature: \_\_\_\_\_
12. Name: \_\_\_\_\_
13. Date: \_\_\_\_\_

For Office use only:

14. Passed to Finance by \_\_\_\_\_ Ext. \_\_\_\_\_

For Finance use only:

Date received.....

Cedar Ref. ....

Actioned by .....

Date .....

Checked by .....

Date .....