

Ref: Payment of invoices

Date: As postmark


Dear Supplier

We are currently in the process of updating our ordering and payment processes to enable us to send out both purchase orders and remittance advices by email. We are also trying to encourage our suppliers to accept payment direct into their bank account rather than by cheque. This method of payment is quicker for you and also helps us to combat the national rise in cheque fraud and the escalating cost of processing cheques.

I would therefore request that you complete the form on the back of this letter to enable us to update the records we currently hold for you, and return it to the Payments section either by post to the address below, or email to payments@runnymede.gov.uk. To confirm that we have received the correct bank account details, please attach a copy of your company's paying-in slip with the form.

Please also note that all invoices received from suppliers must contain a valid Runnymede Borough Council order number to ensure payment. Those invoices received without an official order number will be returned unpaid.

Yours faithfully



Mr P McKenzie
Corporate Head of Finance & I.T.

To:
The Payments section
Runnymede Borough Council
Civic Centre
Station Road
Addlestone
Surrey
KT15 2AH

Supplier Ref (RBC USE ONLY)

Company Name		
Your Name		
Position in company		
Your Address (including postcode)		
Telephone No.		
Does your company have less than 250 employees?	Yes /No	
If you are a voluntary or community sector organisation, please provide your registration number		

I am happy to receive orders and remittances by email to the following:

Email address to receive remittance advices	
Email address to receive purchase orders	

If we already have your bank details, please ignore the following section

Please arrange to pay my invoices by Direct Credit:

Your bank name		
Branch		
Bank address		
Sort Code		
Account Number		
Signature		
Date		
I enclose a copy of our company Paying-in slip (please tick once attached)		