

Supplier BACS FORM

This form is to be filled out by the person or company supplying goods or services to Worcestershire County Council and maintained schools. Please complete this form, save as a PDF document, and then email it back to the person who requested the goods or service.

Your Details - Please fill in all relevant fields and use BLOCK CAPITALS when completing the form below:

(*Mandatory field)

* Company Name (or your name if a sole trader)							
*Company Address							
*County						*Postcode	
*Email Address (To receive payment information)							
*Contact Phone Number							
*Company Reg No.			VAT Reg Number				
Charity No			CIS Registered? <u>Construction Industry Scheme</u>	YES / NO			
UTR Number			PLEASE SEE BELOW FOR FURTHER INFORMATION				

Bank Details – This could be personal account, company account or factoring company account.

- Bank sort code is 6 digits only.
- The payee's name is the name of the person/company who holds the bank account
- Bank name – this is required for incoming legislation
- If a Building Society is used sometimes a building society reference number is also required

*Bank Name (eg. Natwest, Halifax, Lloyds)							
*Account holder or Payee name (the name in which the account is held)							
*Building Society Ref/Roll No. (if applicable)							
*Bank Account Number (Company/Individual/Factor**)							
*Bank Sort Code (Company/Individual/Factor**)			—			—	

If you use a factoring company, you must send a copy of your letter of assignment with this form and complete the bank details for the factoring company where indicated by **.

Factoring Company Name		Factoring Company	YES / NO
------------------------	--	-------------------	----------

Signature – Please note forms without a signature **will not be accepted**. Please either sign by hand or electronic signature save as a PDF document and then email it back to the person who requested the goods or service.

*Name in BLOCK CAPITALS	
*Signature	
*Date	
*Position in Company	

Premier supplier partnership

For commercial suppliers only (excluding those where a school is procuring the goods or service)

Worcestershire County Council operates a Premier Supplier Partnership, this **ensures that you are paid earlier than the standard 30 days terms of payment the Council offers in exchange for a small rebate**. The rebate deducted from the amount owed is calculated dynamically and is proportionate to the actual number of days by which payment is accelerated. Outside of the tendering process, this is a 1% rebate for accelerated payment on day 10. The benefits to suppliers include improved cash flow and prioritised invoice processing. **The Council expects its suppliers to support the Premier Supplier Partnership, which will allow the Council to protect its front-line services.**

Further details can be found on our website: <http://www.oxygen-finance.com/client/worcestershire/>

To sign up for the scheme please email: procurement@worcestershire.gov.uk

Additional information and support

How often are BACS payment runs completed?

- Payment runs are completed daily (Monday – Friday).
- Crediting dates may be impacted in line with UK bank holidays, etc.
- Approved payments will be made within **30 days of receipt of a valid invoice** where possible, however we are unable to provide a guarantee for unapproved payments.

How do I know what my payment relates to?

- A remittance advice will be emailed to you detailing what the payment is for **so please ensure we have your email address.**

Where should I send my invoices once I have been set up as a supplier?

- For goods and services supplied to Worcestershire County Council invoices should be sent to WCCinvoices@worcestershire.gov.uk
- For goods and services supplied to maintained schools, invoices should be sent directly to the school.
- Invoices should include a valid purchase order number.
- Invoices should be sent in PDF format only.

Construction Industry Scheme (CIS) clarification

There are 3 different types of CIS registration:

- **Company** – you need the companies registration number and the companies UTR (Unique Taxpayers Registration) number
- **Sole Trader** (this could be under an individual's name or a company name) – you need the Individual's National Insurance number and their UTR. This has to be a UTR number under the CIS scheme and not their self-employed UTR
- **Partnership** – you need both the companies UTR number and the UTR number of one of the partners plus the partners National Insurance number.
Please visit HMRC for further guidance: <https://www.gov.uk/hmrc-internal-manuals/construction-industry-scheme-reform/cisr14330>

Please note:

- For payments to schools who are part of a Multi Academy Trust (MAT), the supplier's name should be the MAT, and the individual school's name can form part of the address, as the bank account is usually in the name of the MAT.
- If your bank account number is not 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 are in any doubt, please check first with your branch for advice.

FOR WCC OFFICE USE ONLY:

1. *New supplier records - this document should be attached to the record at the time of set up*
2. *The original email providing us with the completed form must also be attached to the record*

