

Request for Payment of Invoices by BACS – Individual Service Fund

To Chief Finance Officer, Calderdale MBC

Please make payments by BACS transfer to the Bank Account detailed below.

Company/Payee Details

Name.....

Address.....

.....

Postcode.....

Fax no.....

Email.....

Bank Details

Name of Bank.....

Address.....

Bank Sort Code.....

A/c No (8 digits).....

Building Society Roll No (if applicable).....

Are you a registered Sub Contractor with Her Majesty’s Revenue and Customs?

YES

NO

Signature

I/we confirm that the above account is an account held in trust/client account/Escrow account which is separate to the main bank account of the business. Only transactions relating to client Individual Service Funds are managed from this account.

Signed.....

Name of Signatory and Position in Company (if applicable)

.....

Company telephone no of signatory.....

Please return the signed form to Contracts Team, 1 Park Road, Halifax, HX1 2TU or via email to contracts.team@calderdale.gov.uk

If you require any further information, please contact please email the contracts team as above.

Calderdale MBC will ensure that any personal information provided by you on this form will be treated in accordance with the provisions of the Data Protection Act 1998. Calderdale MBC is the Data Controller of the information you have provided on this form and is registered with the Information Commissioner’s Office for the purposes of processing your personal information in relation to your application.

The Council must protect the public fund it handles and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds. The Council will not share your information for any other purpose without your explicit consent.