



**Creditor/Supplier Application/Maintenance Form**

**Reason for Application**  New Supplier Account  Update Existing Supplier Details

**Business Details**

Business Name \_\_\_\_\_  
Trading Name \_\_\_\_\_  
Address Details \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Business Telephone No \_\_\_\_\_  
Email Address \_\_\_\_\_  
Contact Person & Position \_\_\_\_\_

Are you registered for GST\*? **Y / N** ABN \_\_\_\_\_

\*If you do not have an ABN, a Statement by Supplier Form must be attached to this application

**Electronic Funds Transfer Details\*\***

BSB \_\_\_\_\_  
Account No. \_\_\_\_\_  
Account Name \_\_\_\_\_

**\*\*A copy of the top of your bank statement showing bank account details, which clearly shows the BSB, bank account no., business name and address must be attached to this application. Please note that additional verification checks may also be conducted.**

**Authorised Signature/s** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email completed applications to [accounts@sop.wa.gov.au](mailto:accounts@sop.wa.gov.au)**

**Office Use Only**

Manager Authorisation \_\_\_\_\_

Creditor No. \_\_\_\_\_ Entered Date \_\_\_\_\_

ABN Search Completed  Details Updated on Authority

Update Authorised \_\_\_\_\_