

Supplier Set up / Amendment Request Form

THIS MUST BE COMPLETED BY THE SUPPLIER AND RETURNED ON THEIR LETTER HEADED PAPER

FORMS WILL NOT BE ACCEPTED WITHOUT FULL COMPLETION OF THE FOLLOWING INFORMATION

<u>COMPANY DETAILS</u>			
Supplier Name:			
Supplier Address:			
County:			
Post Code:		Telephone Number:	
Registered Office Address if different to above:			
Nature of Business:			Type of Business:(Sole Trader/Plc etc)
Small Medium Enterprise Yes / No			Voluntary & Community Sector Yes / No
(Please delete as appropriate)			(Please delete as appropriate)
Company Registration Number:			
CPID Number (For Public Sector Only):			
VAT Registration Number:			
*Email Address for Purchase Orders:			

Bank Details			
<hr/>			
Bank Name:			
<hr/>			
Bank Address:			
<hr/>			
Post Code:			
<hr/>			
Account Name:			
<hr/>			
Sort Code:		Account Number:	
<hr/>			
*Email Address for Remittance:			
<hr/>			
<hr/>			
If you are <u>Construction Industry Scheme Registered</u>, you must provide the following information			
<hr/>			
Unique Tax Reference:			
<hr/>			
Company / National Insurance Number:			
<hr/>			
Name Registered under HMRC:			
<hr/>			
<hr/>			
N.B: All of the above information must be provided (as applicable) failure to do so correctly will delay your payment.			

SME definition: The main factors determining whether a company is an SME are: **number of employees** and either **turnover** or **balance sheet total**.

Company category	Employees	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ £ 50 m		≤ £ 43 m
Small	< 50	≤ £ 10 m		≤ £ 10 m
Micro	< 10	≤ £ 2 m		≤ £ 2 m

DATA PROTECTION: In the event that any data supplied by you is Personal Data, Northumberland County Council will process all information in accordance with the Data Protection Act 2018. It will be treated as private and confidential now, and in the future.

We will retain your records for as no longer as is necessary. You have the right to inspect these records at any time.