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| Payment Request Form |
| * Please read the guidance notes overleaf before completing this form * The form must be signed by one of your Services Authorised Signatories * This request will be paid by BACS so please ensure that full and correct bank details are quoted * Send completed forms to: Finance Systems team, 1st floor, Civic Centre |
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| --- | --- | --- | --- | --- |
| Recipients Name: |  | | | |
| Recipients Address |  | | Post Code |  |
| Bank Details: | | | | |
| Bank Account No. | | Sort Code | | |
| Details of the payment: | | | | |
|  | | | | |
| Total Amount to Pay: £ | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Comments:  Request and checks made by: Date of request:  Print and sign | | | | | | |
| **VAT** | **Account Code Cost Centre** | | | | **£ p** | |
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|  |  |  | |  |  |
|  | | | | Total |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment approved in accordance with Financial Regulations** | | | |
| **Authorised Signatory :**  **Print and sign** |  | **Date**: |  |

Office use only:

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier ID: | Transaction No. |  | Input by: |

Guidance notes for the completion of a Payment Request Form

Only use this form to request payment if;

1. a supplier’s VAT invoice is not required,
2. none of the official claim forms (general expenses etc) are suitable,
3. the payment does not include any VAT\*\*\*\* see exception

\*\*\*\* Reimbursements to an individual/Council Tax payer may include VAT. For example a refund of certain Planning Fees. In this case the Payment Request Form may be used.

Payments will always be made by BACS, so please ensure bank account details are accurately quoted.

If you want a cheque you will need to justify why The Council should incur additional cost.

All forms must be signed in accordance with the Authorised Signatory List.

Completed forms must be sent via the internal post, or hand delivered, to The Systems Team, Finance, 1st Floor Civic Centre.

\*\*\*Do not attach any paperwork to be forwarded with the payment. Finance can not send this out on your behalf. You should send any paperwork direct to the recipient and advise them that payment will follow. \*\*\*

Inappropriate or incomplete requests will not be processed. If in doubt please contact the Systems team on extensions 6220 or 6226

Please note that amounts including VAT should not be requested. An official purchase invoice should be obtained and processed so that the Council can reclaim the VAT element. \*\*\* see exception above\*\*\*

For any help or advice on payments and invoicing etc. please contact;

Jo Curran ext. 6220

Silvia Fell ext. 6226