

Confirmation of Supplier Details

One of the following supporting documents is required to verify bank account details for all new/amended supplier requests:

- Copy of a bank statement or bank letter verifying the supplier account details; or
- Supplier letterhead with confirmation of banking details.

Once complete, please send via email to fpp@swin.edu.au along with your verification document.

For office use only		Application Type	
Reference		New	<input type="checkbox"/>
Initiator		Amend:	<input type="checkbox"/>
Contact details			
Trading name (same as invoice)			
Legal business name			
Address			
Registered for GST? (Yes/No)			
ABN			
Finance contact name			
Finance phone number			
Finance contact email			
Remittance email			

Banking details (AU suppliers only)	
Account name	
Account number	
Branch number (BSB)	
Bank name	

Banking details (International suppliers only)	
Account name	
Account number/IBAN	
Bank name	
Bank address	
SWIFT Code	
Routing/ABA/Fedwire	

Declaration	
I, _____, confirm that the banking details provided above are correct and that all invoices and statements must be sent as a pdf to fpp@swin.edu.au .	
Title: _____	Date: _____
Signature: _____	