

James Cook University

Australian Creditor Account Details Form

Please ensure all details entered below are consistent with your Company's Tax Invoice

Personal / Company Name _____

Trading Name _____

*please provide an invoice
if you have an ABN

***ABN** _____

Registered for GST? _____

BSA License Number _____

JCU Payment Terms _____

Is Payment for Reimbursement of Travel Expenses? _____

Bank Account Name _____

Bank Name _____

BSB _____

Bank Account Number _____

Examiner

Postal Address

Street

City

State

Post Code

Physical Address

(Leave blank if the same)

Street / PO Box

City

State

Post Code

Examiners Email Address _____

Email Address for Purchase Order _____

* Email is the preferred method of communication for purchase orders and remittance advices

Accounts Team Contact (Remittance Advices)

Full Name _____

Position / Title _____

Phone Number/s _____

Purchasing Team Contact (Purchase Orders)

Full Name _____

Position / Title _____

Phone Number/s _____

Examiner Authorisation - Mandatory

SIGN HERE

Full Name _____

Position / Title _____

Phone Number _____

Signature _____

Date _____

Please scan and email all signed forms to: GRS@jcu.edu.au

Office Use Only

Yes / No

Yes / No

Yes / No

Creditor Code

Active

Registered

Statement

Expiry Date

ABN?

**for
GST**

**by
Supplier?**

Privacy Statement

James Cook University recognises the importance of protecting your personal and sensitive information and is bound by the Privacy Private Sector Act 2000. The above mentioned information is collected for the express purpose of ensuring payments for invoices you are electronically transferred to your nominated bank account. The information contained in this form will not be disclosed. Full details of the University's Privacy Policy are available at:

http://www.jcu.edu.au/policy/allitoz/JCUDEV_005373.html

