



Creditor Details Form

ABN: 48 701 425 059

Please complete the details below, attach copies of required documentation and email to Mount Isa City Council accountspayable@mountisa.qld.gov.au . Please note that we cannot process the application until we have received all supporting documentation. ***All invoices are to be issued under the correct full entity name Mount Isa City Council and forwarded electronically to accountspayable@mountisa.qld.gov.au for authorisation and payment***

Please Note: Mount Isa City Council payment terms are strictly thirty (30) days from date of invoice.

Entity/Company Name				
Trading Business/Personal Name				
Postal Address				
Trading Business/Residential Address				
Generic Email Address for General Enquiries/Orders				
MICC Contact Name/Department				
Main Telephone Number		Fax Number		
ABN Number		Mobile Number		
Public Liability (minimum \$20,000,000)	YES	NO	Certificate of Currency must be attached	☐
Work Cover	YES	NO	Certificate of Currency must be attached	☐
Construction - White Card	YES	NO	Photocopy must be attached	☐
BSA Registered	YES	NO	Details:	☐
Blue Card - working with children	YES	NO	Photocopy must be attached	☐
Account Name				
Bank/Institution		Branch		
BSB No.		Account No.		
Generic Email Address for Remittance Advice (Accounts Receivable)				
Company Authority	I agree with Mount Isa City Council's Payment Terms of 'Strictly Thirty (30) Days from date of invoice'			
	FULL NAME & POSITION OF AUTHORISED PERSON		SIGNATURE (Please sign and do not use electronic signature)	

For Council Office Use Only: (SIGN & PRINT NAME OF OFFICER)

Creditors Code		Copy of Contract Schedule	
Processing Officer:		Date:	
Checking Officer:		Date:	

PRIVACY STATEMENT: Mount Isa City Council is collecting your personal information on this form to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so, or we are required to do so by law.