

# Vendor creation / amendment form

For some concessions, the Department of People, Sport and Culture require your bank details in order for us to administer and pay you concessions you are entitled to and we require your bank details in order to process such payments.

Please fill in the following details and complete the declaration.

Fields marked with an asterisk (\*) are required.

Section A – Non-ABN holder to complete	
<b>Statement by a Supplier*</b> refer to <a href="#">ATO website</a> <sup>1</sup> for further information: To avoid 47% withholding tax being deducted from your payment you must select at the below statement as to the reason for not quoting an ABN (mark your selection with an X) . NOTE: if there are any changes related to this statement you need to contact Accounts Payable.	
<b>You are an individual and the supply is wholly of a private or domestic nature</b>	
<b>Vendor ID</b> (if known)	
<b>Salutation*</b> (Please select one)	Mr / Mrs / Miss / Ms / Master / Dr / Mx
<b>Given name/s*</b>	
<b>Surname name*</b>	
<b>Entity name*</b> (if applicable)	
<b>Postal address*</b>	
<b>Postcode*</b>	
<b>Suburb/City*</b>	
<b>State*</b>	
<b>Telephone number*</b>	
<b>Fax number</b>	
<b>Email</b> (remittance method)*	
Section B – Preferred remittance method	
How would you like us to send your remittance? (select one)	Email (as provided in Section A or B) / Post
Section C – Bank account details	

<sup>1</sup> <https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>

<b>BSB number*</b> (branch identifier)			
<b>Account number*</b>			
<b>Name of financial institution*</b>			
<b>Branch location*</b>			
<b>Section D - Declaration</b>			
<p>By signing below, I agree to the following:</p> <ul style="list-style-type: none"> <li>• I declare that I am an authorised representative of the vendor outlined at section A.</li> <li>• I have read and can verify that all of the details outlined above are true and correct.</li> <li>• I authorise the NT Government to send its remittance advice via the method specified at section B.</li> <li>• I authorise the NT Government to pay amounts owing to the bank account indicated at section C.</li> </ul> <p>The NT Government will accept the signature of the authorised representative as conclusive evidence of that person's authority to execute this agreement on behalf of the vendor. The NT Government is under no obligation to verify the authority of the undersigned authorised representative.</p> <p>The vendor is responsible for the above particulars and for advising the NT Government of any changes in the abovementioned particulars within a reasonable time. Payment will be deemed to be made when the NT Government account is credited. The NT Government will not be responsible for any delays in payment or errors due to factors outside the reasonable control of the NT Government. This includes but not limited to delays or errors in the banking system.</p> <p>The vendor agrees to repay the NT Government any payments credited to the vendor in error. The NT Government reserves the right to offset any amount paid in error against future payments.</p>			
<b>This Declaration is made at*</b>			
<b>This declaration is made by (full name including middle name where appropriate)*</b>		<b>Date*</b>	

## Privacy Statement

To receive payments from the NT Government, you must set up a vendor account and supply the information requested. The NT Government will not share this information and only use the information to administer payments to you or if compelled to by law. Failure to supply the required information may result in us being unable to process payments to you. To request access to or correct your personal information please email [accountspayable@nt.gov.au](mailto:accountspayable@nt.gov.au)

## Contact

If you have any questions or to submit your application, contact the Department of Corporate and Digital Development by phone: 08 8943 6237 or email: [accountspayable@nt.gov.au](mailto:accountspayable@nt.gov.au)