

# Vendor creation or amendment form

## Privacy statement

To receive payments from the NT Government, you must set up a vendor account and provide all the requested information. The NT Government will only use this information to process payments to you. Your name and the address you provide will be visible to all NT Government staff who use any of our vendor payment systems. Your information will not be shared any further unless we are compelled to by law. Failure to provide all the required information may result in payments not being processed. To request access to or correct your personal information, please email [accountspayable@nt.gov.au](mailto:accountspayable@nt.gov.au).

Required fields are marked with an asterisk (*). You must complete Section 1, and either Section 2A or Section 2B, and then Sections 3, 4 and 5 in full. Email your completed form to <a href="mailto:accountspayable@nt.gov.au">accountspayable@nt.gov.au</a> .			
Accounts Payable will contact the vendor to perform a security check.			
<b>Section 1. Vendor categories</b>			
Patient Travel – Department of Health		Yes/No	
Other Categories		Yes/No	
<b>Section 2. Complete only one of the following subsections (2A or 2B)</b>			
<b>Section 2A. ABN holders to complete</b>			
ABN*		Registered for GST*	Yes/No
Entity name*			
Business name (if different to above)			
Postal address*			
Suburb/City*		State*	
Phone number*		Postcode*	
Email* (for remittances)			
Email (for purchase orders)			
<b>Section 2B. Non-ABN holders to complete</b>			
<b>Statement by a supplier*</b> refer to the <a href="https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn">ATO website</a> <sup>1</sup> for further information: To avoid 47% withholding tax being deducted from your payment you must select at least one of the below statements as to the reason for not quoting an ABN. Mark your selection with an X:			
<input type="checkbox"/>	You are an individual and the supply is wholly of a private or domestic nature		
<input type="checkbox"/>	You are not entitled to an ABN as you are not carrying on an enterprise in Australia		
<input type="checkbox"/>	The whole of the payment is exempt income for you		
<input type="checkbox"/>	The supply that the payment relates to is wholly input taxed		
<input type="checkbox"/>	The payment does not exceed \$75, excluding goods and services tax (GST)		
<input type="checkbox"/>	You are an individual and the supply is made in the course or furtherance of an activity done as a private recreational pursuit or hobby		

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

<b>Title*</b> (select one)	Mr / Mrs / Miss / Ms / Master / Dr / Mx		
<b>Given name/s*</b>			
<b>Family name*</b>			
<b>Entity name</b> (if applicable)			
<b>Postal address*</b>			
<b>Suburb/City*</b>		<b>State*</b>	
<b>Phone number*</b>		<b>Postcode*</b>	
<b>Email*</b> (for remittances)			
<b>Section 3. Account administrator and primary contact person</b>			
<b>Given name/s*</b>		<b>Family name*</b>	
<b>Position title*</b>			
<b>Phone number*</b>			
<b>Email*</b>			
<b>Section 4. Bank account details</b>			
<b>BSB number*</b>		<b>Account number*</b>	
<b>Bank name*</b>			
<b>Branch location*</b>			
<b>Section 5. 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 1 or 2</li> <li>I have read and can verify that all of the details outlined above are true and correct</li> <li>the NT Government will send remittance/purchase order (PO) advice to the email specified in Section 2A or 2B</li> <li>I authorise the NT Government to pay amounts owing to the bank account indicated at Section 4</li> <li>I have read and understood the Privacy Statement.</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 debited. 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>Name of authorised representative*</b>			
<b>Signature of authorised representative*</b>		<b>Date*</b>	