Dear Sir/Madam,

**Re: New Supplier Form**

Please find attached a new supplier form that needs to be completed to enable us to set you up on our finance system.

Please ensure that all boxes are completed and return to finance@girlslearningtrust.org on your company headed paper together with at least one of the following pieces of evidence related to the bank account details provided:

* Copy of the top part of the latest Bank Statement
* Paying in slip
* Cheque

For queries, please contact our Finance Team via our shared inbox: finance@girlslearningtrust.org.

Yours faithfully

GLT Finance Team

NB. Please print completed form on your company headed paper:

|  |  |
| --- | --- |
| Supplier Company Name |  |
| Full address |  |
| Name of Supplier / Company that will be invoicing (if different) |  |
| Company Contact Name and Position  |  |
| Company Contact Number |  |
| Orders email |  |
| Finance /Remittance email |  |
|  |
| Bank |  |
| Account Name |  |
| Sort Code |  |
| Account Number |  |
|  |
| Payment Terms (7 / 14 / 21 / 28 days) |  |
| Credit Limit |  |
| VAT Registration No.  |  |
| Service Provided |  |
| If applicable, please attach confirmation of IR35 Compliance |  |
|  |
| Checklist of evidence attached: |  |
| Copy of top part of latest Bank Statement |  |
| Paying in slip |  |
| Cheque |  |

It is your responsibility to ensure that the Trust is notified of any changes to these details provided.

The Trust will not be held liable for any costs incurred or any delay in payment due to the inaccuracy of the information provided. Reimbursements will be only made to the claimant’s account. We are unable to make any payments to third parties.