

### **Supplier Bank Account Details (Supporting Documentation)**

Please see the below forms of acceptable Supporting Documentation that should be supplied by either an individual or company when setting up as a supplier.

#### **All supporting evidence must be in PDF Format.**

For individuals:

Please provide photos of bank cards as it provides the Sort Code & Account number.

- Ensure the following details are visible
  - Sort Code
  - Account Number
  - Account Name
- Please **do not** send images of the back of the card.

Another acceptable format would be a PDF copy of a Bank Statement.

Please ensure the following details are visible

- Sort Code
- Account Number
- Account Name
  - If International they need to provide
    - BIC / Swift Code
    - IBAN
    - BSB (Certain Countries)

We also encourage Suppliers to black out certain information prior to submission where possible such as bank balance, transaction details. This however is at their own discretion and not a requirement.

### ***For Companies***

Bank Account Statement

**Or**

Signed off Letter (On company letter headed paper) by Senior job holder within the company, CFO, CEO, General Manager.

- Ensure the following details are visible on either of the above option.
  - Sort Code
  - Account Number
  - Account Name
  - Bank Name
    - If International they need to provide
      - BIC / Swift Code
      - IBAN
      - BSB (Certain Countries)