This form should be completed and signed by the individual and returned along with an MD4 form to the Master Data Team using the details at the bottom of the form.

In order to create a vendor account we need to receive an MD4 vendor form AND either this form or a copy bank statement.

**If you only provide this form we will not set up the individual.**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Post code: |  |
| Contact Telephone Number: |  |
| School: |  |

Please provide your bank details to receive payment:

|  |  |
| --- | --- |
| Account Name: |  |
| Bank or Building Society Name: |  |
| Sort code: |  |
| Account number: |  |
| Building Society Reference:  (if applicable) |  |
| Signature: |  |
| Date: |  |

**Contact details for Exchequer Services**

Email: [sap.finance@derbyshire.gov.uk](mailto:sap.finance@derbyshire.gov.uk)