



# NTG GAS (Government Accounting System) PAYMENT DETAILS – BUSINESS/COMPANY

With your letterhead or sample invoice signed and attached, please return this form to the Agency Authorising Payment.

## AGENCY AUTHORISING PAYMENT – CONTACT DETAILS:

Department/Unit: \_\_\_\_\_ Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## BUSINESS/COMPANY TO COMPLETE:

Please print clearly

Supplier's Name: \_\_\_\_\_  
(as it appears on Tax Invoice)

Company/Business Name: \_\_\_\_\_

ABN Number: \_\_\_\_\_ Registered for GST?  Yes  No  
(the registered ABN with the Australian Taxation Office)

Postal Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### ELECTRONIC FUND TRANSFERS

The Northern Territory Government's preferred method of payment is Electronic Funds Transfer. This results in an efficient and timely payment to suppliers. To enable transactions to proceed in this manner please complete the following:

#### Bank/Credit Society Details

Name of Financial Institution: \_\_\_\_\_

Bank account in the name/s of: \_\_\_\_\_

BSB number (branch number): \_\_\_\_\_ Account number: \_\_\_\_\_

### CREDIT CARD FACILITIES

Are you facilitated for credit card payments?  Yes  No

**Confirmation that payment has occurred will be faxed to the facsimile number detailed above.**

## BUSINESS/COMPANY AUTHORISATION

### Privacy

The Department of Corporate and Information Services (DCIS) assists Northern Territory Government (NTG) Agencies in managing their tax and accounting needs. Information on this form is collected on behalf of NTG Agencies and maintained by DCIS who use the information to create a Payment Record. A Payment Record is required before payment can be made using the Government Accounting System. NTG staff working in the accounting and purchasing areas of Government, the Australian Taxation Office, and the NTG's auditors have access to Payment Records. You may request access to your Payment Record by contacting DCIS Accounting Services on (08) 8999 3438 or (08) 8999 4559.

### To be signed by Business/Company Representative. NOT authorising Agency

I am authorised by the Business/Company to complete this form and the details specified in this document apply to any supply provided to the Northern Territory Government.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## NT GOVERNMENT USE ONLY

### Authorising Agency Checklist

Please ensure the following items are attached to this form:

#### With the above paperwork, forward to:

Vendor & Compliance Group – Accounting Services  
Department of Corporate and Information Services  
PO Box 1900, PALMERSTON NT 0831  
Fax: (08) 8999 3488  
Ph: (08) 8999 3438 or (08) 8999 4559

- Vendor Maintenance Request Form
- Sample Invoice or Business/Company Letterhead
- Additional Supporting Documentation