

# Debtor Details Form / Credit Application

ABN: 46 448 426 394

Enquiries: 07 4746 7166 Email: [reception@mckinlay.qld.gov.au](mailto:reception@mckinlay.qld.gov.au)

Address: PO Box 177 JULIA CREEK QLD 4823

Website: [www.mckinlay.qld.gov.au](http://www.mckinlay.qld.gov.au)



**Please ensure that all fields are completed if applicable and printed clearly.**

**PRIVACY NOTICE:** Mckinlay Shire Council is collecting the personal information you supply on this form for the purposes of our records. Your personal details will not be disclosed to any other person or agency external to council without your consent unless required or authorised by law.

## NAME/S

Business Names:

Name/s In Full:

Previous Name/s (if applicable):

ABN (if applicable):

## ADDRESS INFORMATION

Residential Address:

Postal Address:

## CONTACT DETAILS

Contact Name:

Phone: Home: ( ) Work: ( )

Mobile: Fax: ( )

Email:

## NOMINATED ALTERNATE CONTACT DETAILS

Alternate Contact Name:

Address:

Phone: Home: ( ) Work: ( )

Mobile: Fax: ( )

Email:

Please provide any other relevant information below:

## DECLARATION

I/We hereby agree that the payment terms are 30 days (excluding tenancy agreements) and should payment default credit maybe withdrawn without prior notice. I/We declare that all of the information provided above in relation to my/our details are true and correct in every detail and agree that it is my/our responsibility to notify Council of any changes. I/We authorise McKinlay Shire Council to contact our nominated alternate contact should I/We NOT be accessible after all avenues have been exhausted.

Name/s:

Signature/s:

Date:

## OFFICE USE ONLY:

Original Credit App.? YES (complete line 2&3, cross out 3 if N/A) / NO – Original Voucher #: DD (go to line 3 - cross out if N/A)

Risk Lists Checked: YES NO Approved By CEO: NO / YES / N/A – Signed: Policy Statement Debtors Sent: YES NO

I, , have completed this form as an employee of MSC on behalf of the above/attached - signed:

Change Debtor Code from: to (see below) Invoice Payment Terms: 30 days or 1 day for all tenancy agreements

Debtor Code: Date: Debtor Details / Cr. App. Voucher #: DD

Noted: Setup/Amendment By: Signature: