

# New Business Supplier Form

Use this form to enable a direct credit payment to be made to your nominated account following the receipt of an invoice. Complete **all** details below.

## You need to attach:

- an **authorised bank document** with the bank logo, account name, and account number
- and a letter, quote, pro forma, estimate, or invoice with your business details that displays your **GST or ABN details**.

Ensure your invoice has the **same details** as you've put on this form.

Overseas vendors need to provide a SWIFT/IBAN number.

**1** New Zealand GST Number (if applicable)

OR

Australian Business Number (if applicable)

**2** Company name:

Trading as:

**3** Address as per invoice: (Ensure this matches the invoice address)

Street address

Suburb

City

Country

Postcode

**PO Box details (if applicable):**

PO Box

City

Postcode

**4** Contact details:

Business phone

Mobile

Purchase Order email

Remittance email

**Send the completed form and required documents** to your point of contact at Veterans' Affairs (such as the case manager).

If you don't have a point of contact, send the form and documents to: [veterans@nzdf.mil.nz](mailto:veterans@nzdf.mil.nz)