

DIRECT PAYMENT GENERAL FUND - V1.6



Direct Payment/Inv No:

Supplier No.

(Entered by Payment Services if unknown)

PAYEE DETAILS – PREFERRED PAYMENT OPTION EFT

* **Mandatory Fields**

Payee: *

Address: *

Phone:

Email (for Remittance): *

Bank Details: *

BSB

ACCOUNT NO.

ABN :

GST Registered?

YES

Note: If the above box is not completed or a withholding tax exemption/declaration is not attached, then 49% of this payment will be withheld and remitted to the ATO **(Ignore for refunds and reimbursements)**

	Amount (Excl. GST)	Amount (Inc. GST)	Select GST Code	G/L Account Number or Project/Task
1	\$	\$	Select Correct Tax Code	
2	\$	\$	Select Correct Tax Code	
3	\$	\$	Select Correct Tax Code	
4	\$	\$	Select Correct Tax Code	
	\$	Grand Total (<i>including</i> GST* if applicable)		

For more information about your GST coding please contact the ICC Tax team at taxqueries@ipswich.qld.gov.au

Expenditure Type : Select the correct expenditure type

Expenditure Organisation (Department/Branch):

Purpose of Payment:

Requisitioned by:

** You cannot requisition or approve a payment to yourself.

On Behalf of (if required):

** The Approval of this payment will be actioned by request to the appropriate Supervisor/Manager in Fusion upon keying of the document.

ONCE COMPLETED & APPROVED, FORWARD WITH CORRESPONDING DOCUMENTATION TO PAYMENT SERVICES at invoices@ipswich.qld.gov.au with a CC to taxqueries@ipswich.qld.gov.au

**** Direct Deposit is Council's preferred method of payment**

If received by 4:30pm Friday, this will be keyed for inclusion in the next weekly payment run provided approvals in Fusion by Manager/Supervisor are actioned accordingly.