

# NORTH YORKSHIRE COUNCIL

## Central Services

### Application for 10 Day Payment Terms

#### INTRODUCTION

North Yorkshire Council's standard terms of trade are to pay approved invoices within 30 days from receipt of a valid invoice. The Council has agreed arrangements for small and medium sized enterprises to be paid within 10 days where they request earlier payment to help with their cash flow.

#### APPLICATION

***Please read the accompanying Notes before completing this application form.***

Business Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Postcode	
NYC Supplier Ref. No. (if known)	
VAT No. (if NYC Supplier Ref No not known)	
<b>10 Day Terms are only available to businesses paid by BACS as that payment channel provides the best way for NYC to get funds in to your account quickly. If your business is currently paid by cheque, please provide details.</b>	
Bank Account Name	
Bank Sort Code	
Bank Account Number	
Email address for remittance advices <b>OR</b>	
Fax number for remittance advices	

On behalf of the above business, I wish to apply for payment of invoices approved by NYC within 10 days of receipt by NYC in order to assist with cash flow.

Based on the definition attached, I certify that the above business is a Small / Medium (*delete as appropriate*) sized enterprise. I agree to provide a copy of the latest audited accounts for the business, relating to the year ending ..... (*insert date*) and supporting information related to employee headcount if requested.

Signed: .....  
 (*signature not required for forms submitted by email*)

Name: .....

Position within business: .....

Telephone No: .....

E-Mail Address: .....

Date: .....

**NOTES**

1. Small and medium sized enterprises are as defined in the table below.

<b>Criterion</b>	<b>Small</b>	<b>Medium</b>
<b>Employees (see note on headcount)</b>	Less than 50	Between 50 and less than 250
<b>Financial</b>	Annual turnover or a 'Balance Sheet' total (total assets net of depreciation) of no more than £8,105,800 million (€10 million).	Annual turnover less than £40,529,000 (€50 million), or a 'Balance Sheet' total (total assets net of depreciation) of no more than £34,854,940 (€43 million).
<b>Ownership</b>	No more than 25% owned by one or more companies not falling within this definition, except public investment corporations, venture capital companies or provided institutional investors exercise no control.	No more than 25% owned by one or more companies not falling within this definition, except public investment corporations, venture capital companies or provided institutional investors exercise no control.

**Note:** The headcount corresponds to the number of full-time equivalents working in the enterprise during the entire reference year under consideration. Those who have not worked the full year, part-time workers and seasonal workers are counted as fractions.

Staff to be counted comprise owner-managers, employees, and partners engaging in regular activity in the enterprise and enjoying its benefits. Non-employed apprentices and vocational trainees or students are not counted, nor are those on maternity or paternity leave.

2. The 10 day payment terms, where approved, are temporary and the Council reserves the right to revert to standard terms of trade at any time. Suppliers that have been granted 10 day payment terms will be notified of the withdrawal of the special arrangements.
3. Whilst the Council will use its best efforts to ensure that invoices are processed in time to achieve payment in 10 days, it cannot guarantee this level of service. Any payments input to our Accounts Payable system too late for payment in 10 days will be included on the next available payments run.

## ARRANGEMENTS FOR RETURN OF APPLICATION

***Please return this form as follows:***

<b>By email</b>	<b>By post</b>
<a href="mailto:kath.forder@northyorks.gov.uk">kath.forder@northyorks.gov.uk</a>	Kath Forder Business Support Service North Yorkshire Council County Hall Northallerton North Yorkshire DL7 8AL

**The telephone number for any queries relating to this matter is 0300 131 2 131.**

*Form updated in April 2013*