

Verification of Bank Detail Information

Update by the Expenditure Manager November 2019. The following has been defined as our requirements for acceptable documentation for bank account information.

Acceptable documentation is ONE of the following forms of evidence:

- A pre-printed deposit slip which includes the bank logo and full bank account number (bank, branch, account number & suffix) and the account holder's name.
- A bank statement which includes the bank logo and the full bank account number (bank, branch, account number & suffix) and the account holder's name.
- A letter from the bank which includes the bank logo and the full bank account number (bank, branch, account number & suffix) and the account holder's name. This must be signed and stamped by the bank.
- An internet printout or screenshot which includes the bank logo and the full account number (bank, branch, account number & suffix) and the account holder's name and the web address along the top or bottom of the page. This does not need to be signed and stamped by the bank unless all of the above is not provided on the printout.
- An ATM printout which must show the bank logo and full bank account number (bank, branch, account number & suffix) and the account holder's name.

This level of documentation is required to minimise the risk that incorrect payment details are recorded against a creditor.

NZ Business Number (NZBN)

The New Zealand Business Number (NZBN) is a globally unique identifier, available to every NZ business. This came into effect in 2016 following the introduction of the New Zealand Business Number Act. This provides for a quick and easy, single source of information relating to NZ businesses – this includes self employed persons and major corporations.