

## Data Validation Form (DV1)

Please complete this form to ensure the data we hold for you is accurate and complete. This form is also used to notify us of any new changes to your account.

### IMPORTANT

**Please save a copy of this form to your PC before entering any information  
The secure lock down functionality will not work unless saved down**

***Failure to complete this form fully and accurately may delay payment***

<b>Reasoning</b>	
<i>Are you completing this form for validation purposes or notifying us of a change to your details</i>	
Completing for data validation purposes	
Notifying us of change to your details	
If change of details please summarise what details you are amending	
<b>Supplier Details</b>	
Supplier name	
Supplier number	
Address	
Postcode	
Telephone number	
Email address for remittances	
UK VAT registration number	
Company registration number	
<i>If you are registered for the Construction Industry Scheme (CIS) with HMRC</i>	
UTR number	
NI number or company registration	
<b>Bank Details</b>	
Bank/ building society	
Account name	
Account number	
Sort code	
Branch	
<b>Primary Authorisation</b>	
Name	
Position in business	
Telephone number	
Email	

Date	
Signature of approver <i>(By ticking this box you confirm payments are to be made into the bank account quoted)</i>	
<b>Secondary Authorisation</b>	
Name	
Position in business	
Telephone number	
Email	
Date	
Signature of approver <i>(By ticking this box you confirm payments are to be made into the bank account quoted)</i>	

**Click here once fully complete to lock your information**  
**\*IMPORTANT\***  
**Please check the details are correct as once locked, details cannot be amended**

<b><i>For Internal Use Only</i></b>	
<i>Administrator</i>	
<i>Approved By</i>	
<i>Date</i>	
<i>Bank Detail Verification</i>	