# Finance Payment Guidance for Access Support Workers

Once it has been agreed you can carry out access support work there are a few steps that need to be taken to ensure our Finance team can pay you promptly after completing the work.

If you are not already – you will need to be set up on our internal Finance system. To be set up, please complete the **New Supplier Form** and forward, together with proof of bank details to purchase.ledger@artscouncil.org.uk. We will then create your account and advise your Arts Council Contact who will then raise a Purchase Order.

A **Purchase Order** represents a contract between the Arts Council and yourselves. It typically takes **10 working days** for you to receive a Purchase Order from the day you submit your new supplier form or from the day the request is approved (whichever is later). Please ensure you quote this number on your invoice when you send it.

# Details Required on Invoice

Your invoice should be sent to purchase.ledger@artscouncil.org.uk.

An invoice is a legal demand for payment. If you’re not familiar with invoicing, please ensure you provide the following information. Please refer to below example.

* **Purchase Order**
* Invoice Number
* Invoice Date
* Your full name and address
* Personal tax number (UTR) (where applicable)
* Arts Council England name and address
* **Project number** relevant to the work carried out (where applicable) – this can be found on Grantium
* Detailed description of services supplied (e.g, Access Support for John Smith, 3 days from 5th – 7th January 2021)
* Gross amount payable

Providing you have included the correct information and the agreed support work has been completed, it can take **up to 20 working days** from the date the invoice is received for the payment to be processed.

Finance process one weekly BACS payment run every Wednesday, with the payment reaching the destination bank account on the Friday.

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| Invoice |  **INVOICE NUMBER:**  **PURCHASE ORDER NUMBER:**  **DATE:**  |
| **INVOICE To:**Arts Council EnglandThe Hive49 Lever StreetManchesterM1 1FN | **INVOICE FROM:**Your NameStreet AddressCityPost codePhoneEmail |

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**Project number:**

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| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION OF SERVICE | UNIT PRICE | TOTAL |
| e.g. 3 days | e.g. Scribe Support for John Smith (5-7 Jan 2023) | £300 | £900 |
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|  | TOTAL due | £900 |

**Bank Details** Bank Name:Account Name:Sort Code:Account Number:Unique Taxpayer Reference: |  |  |  |  |  |  |  |  |  |

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| New Supplier Form |  |
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| When complete please email to**purchase.ledger@artscouncil.org.uk** |  |
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| **Name of your contact at Arts Council England** | Access Support Team |  |
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| **Supplier Name\*** |  |  |
| **Trading Name**  |  |  |
| **Address\*** |  |  |
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| **Post Code\*** |  |  |
| **Country\*** |  |  |
| **Telephone\*** |  |  |
| **Contact Name** |  |  |
| **Web Address** |   |  |
|  |  |  |  |   |   |  |  |  |  |  |
| **E-mail address for BACS Remittance\*** |  |  |
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| **\*Mandatory for setting up a supplier** |  |
| **BANK DETAILS CAN ONLY BE ACCEPTED WITH BACKING DOCUMENTATION**  |  |
| We are happy to accept a copy of a bank statement, paying in slip or cheque.  |  |
| **Supplier Bank Sort Code** |   |  |  |  |  |  |  |
| **Supplier Bank Account Number** |  |  |  |  |  |
| **Bank Name**  |  |  |
| **Account/Payee Name**  |  |  |
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| **VAT Reg Number** (if applicable) |   |  |
| **Company Number** (if applicable) |   |  |
| **Sole Trader UTR** (if applicable) |   |  |
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| Credit Terms (Days) - **Immediate** |  |
| Payment Method - **BACS only** |  |
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