CUSTOMER SET UP INFORMATION

To be completed by LBBD staff only and by person

Requesting Customer Set Up

Please note that from immediate effect all new customer requests must be Certified or forwarded from the inbox of a Certifying Officer.

Only new forms will be accepted and these must be sent to the General Income Generic Mailbox income@lbbd.gov.uk to ensure entry

**All fields marked with an asterisk (\*) MUST be completed before this form will be accepted**

### Customer Information

\*Customer Name or

\*Organisation Name

For individuals enter names in full, not initials.

For business accounts it is important that the correct business title is used.

If a limited company the title must end in either Ltd or Plc (example Tesco Plc).

For a non-limited business such as a sole trader, the format should be Proprietor Name trading as Business Name (example Adam Adamson trading as Adams Books).

If you need advice please call extn 3597

# Customer Address Information

\*Address Line 1

Address Line 2

Address Line 3

\*Town/City \*County \*Post Code

# Customer Contact Details

\*Telephone Number (Individual) Fax Number

\*Telephone Number (Company) Fax Number

\*Mobile Telephone Number

\*Email Address

\*Date of Birth

# London Borough of Barking and Dagenham Information

\*Name of person requesting this Customer Set Up

\*Reason for Request

\*Position Held

\*Department

\*Contact Telephone Number \*Date

|  |
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| Equalities & Diversity InformationEthnicityVulnerabilityOther Information |

# Certification of Customer Request

\*Appointed Certify Officer name (Block Capitals) **LISA DEE**

\*Signature Lisa Dee

\*Position held **Corporate marketing officer**  Date:

Any queries concerning the completion of this form please contact Ext. 2926 opt 4 then opt 3

**To be completed by Income staff only**

Customer Number

Set Up By ( Name)

Signature Date