

# Vendor creation / change request form (for service providers)



You can use this form if you are a service provider and wish to provide your details to enable payments to be made to you from the NIISQ Agency. Please complete the form in full and send to [accounts@niis.qld.gov.au](mailto:accounts@niis.qld.gov.au).

**To ensure accuracy of information and minimise risk of fraud, we may contact you by phone as part of our vendor verification procedures. We thank you in advance for your patience and assistance as we complete the vendor onboarding process.**

Company details			
<b>Australian Business Number (ABN)</b>			
<b>Entity name</b> <i>As per your registered ABN</i>			
<b>Business name</b> <i>As per your registered ABN</i>			
<b>Trading address</b>	<b>City</b>	<b>State</b>	<b>Postcode</b>
<b>Postal address</b>	<b>City</b>	<b>State</b>	<b>Postcode</b>
<b>Phone number</b>			
<b>Contact name</b>			
<b>Email address</b> <i>Your remittance advice will be sent to this email address</i>			
Purchase order (PO) details			
<b>Contact person for PO</b>			
<b>Email address</b> <i>Your PO will be sent to this email address</i>			
Payment details			
<b>Option 1: EFT Account Details</b>	<b>Bank name</b>		
	<b>BSB number</b>	<b>Account number</b>	
	<b>Account name</b> <i>Name of the account holder</i>		
<b>Option 2: BPAY</b>	<b>Biller name</b>	<b>Biller code</b>	
Signature			
		<b>Name</b>	
		<b>Date</b>	
		<b>Position title</b>	

The National Injury Insurance Agency, Queensland (**NIISQ Agency**) is collecting your personal information in order to perform our functions under the National Injury Insurance Scheme, Queensland (**NIISQ**). We collect, use, disclose and store your personal information in accordance with the *Information Privacy Act 2009 (Qld)*, the *National Injury Insurance Scheme (Queensland) Act 2016 (Qld)* and the *National Injury Insurance Scheme (Queensland) Regulation 2016 (Qld)*. Your personal information will not be released unless the disclosure is permitted or required by law. Further information on how NIISQ Agency handles your personal information can be found in our privacy policy or by contacting our Privacy Officer on 1300 607 566 or [NIISQ-Privacy@niis.qld.gov.au](mailto:NIISQ-Privacy@niis.qld.gov.au).