



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Our Reference : Direct Payments

Enquiries : Sharise De Klerk sharise.deklerk@stellenbosch.gov.za

Telno : 021-8088547

Fax no. : 021-886 7318

19 Sep. 17

BANKING DETAILS: ELECTRONIC TRANSFERS STELLENBOSCH

MUNICIPALITY REFERENCE NUMBER: C-INFO YOURNAME

You are hereby authorized to transfer electronically your payments, for above-mentioned account, directly to our bank account. This authorization is strictly valid for above-mentioned reference number.*

You are hereby requested to make the necessary arrangements with your bank/financial department ensuring the relevant reference number is printed CORRECTLY on the Municipality's Bank statements. Fax your remittance advice and invoice, giving *full details* of the *account paid*.

PLEASE NOTE: INCORRECT REFERENCE NUMBERS WILL BE REJECTED BY COUNCIL'S DIRECT/ELECTRONIC PAYMENT SYSTEM. A 75.00 ADMINISTRATION FEE WILL BE LEVIED AGAINST ALL INCORRECT/UNIDENTIFIED PAYMENTS.

All electronic transfers must be timeously paid ensuring the transaction is reflected on our bank statement before 15:00 on due date.

Should you *omit the reference number or above mentioned details*, your payment will be allocated to a suspense account for unidentified payments. The normal credit control policy will be applicable to your account.

BANK	:	FNB
BRANCH NAME	:	STELLENBOSCH
BRANCH CODE	:	210554
CHEQUE ACCOUNT NUMBER	:	62869253684
REFERENCE NO FOR BANK STATEMENT	:	<u>C-INFO YOURNAME</u>
CONTACT PERSON	:	SHARISE
TELEPHONE NUMBER	:	021-808 8547
FAX NUMBER	:	021-886 7318

Yours faithfully

MUNICIPAL MANAGER

PLEASE KEEP THIS DOCUMENT FOR FUTURE PAYMENTS AND REFERENCES FOR PAYMENT OF YOUR MUNICIPAL ACCOUNT ONLY