



Treasury Circular No. 03 of 2016

MY REF: GE1 VOL IV/2016 (25)

FROM: Accountant General, Treasury Department

TO: Chief Executive Officers, Heads of Departments, Accounting Officers and Finance Officers.

SUBJECT: VENDOR AUTHORIZATION FORMS – SMARTSTREAM PAYABLES

Date: April 29, 2016

The Treasury Department has embarked on strengthening its internal control system. As a result and effective June 1, 2016, all Government Departments wishing to add a supplier or payee, known also as “Vendor”, will be required to submit completed “Vendor Authorization Forms”.

These forms will need to be filled by all entities wishing to receive payments from the Government of Belize. The forms must be completed when Persons or Businesses are added as new Vendors or when existing Vendors require an update to their information.

The forms will serve the following purposes:

- To authorize the Treasury Department to deposit funds into indicated bank accounts
- As source documents to identify entities who are to receive payments
- The Vendor will assume the risk of loss if information provided is inaccurate
- To reduce costs associated with printing of cheques

Upon submission the Vendor Information Forms must:

- Be duly signed by the Vendor
- Finance Officers are to scan and email the forms to Vendor_Account network email
 - use of fax is discouraged to avoid delay and ensure the efficient processing of the request
- Include copy of Social Security Card of Vendor (Passport copy for foreigners)
- Be verified by Finance Officers before submission and after Vendor Management has completed the process
- Follow the Vendor Account Policy at all times

The Accountant General informs that any request without the Vendor Authorization Forms are not going to be processed. Any request submitted after the June 1, 2016 will need to be accompanied the said forms. Also, previous requests which have not been processed after this date will need to be resubmitted with the form attached.

Copies of the forms are attached and will be made available on the network public folder and online at <http://www.belize.gov.bz/index.php/useful-links/publications/viewcategory/12-treasury>

Thank you in advance for your cooperation.

*Asenned³
29/4/2016*

ANNA BENNETT (MS.)
Accountant General

cc: Financial Secretary, Ministry of Finance
Auditor General, Audit Department

Att.



Accountant General
TREASURY DEPARTMENT

Vendor Authorization Form For BUSINESSES

New: ☐ Update: ☐

Please Read Carefully and Complete in Block Letters

*Tax Id. Number

(TIN): _____

Registered

Business Name: _____

Address :

Email Address: _____

Phone Number: _____

Bank or Credit

Union: _____

Account #:

(As provided by bank - complete with branch code where applicable)

Account Holder's

Name: _____

(As it appears on bank records)

Comments: _____

Note and Disclaimer

> This form is to be signed by two (2)**authorized representatives from the business that wishes be added to the SmartStream Payables Vendor List in order to receive payment(s) from any Government of Belize Ministry/Department.

> At times, information for vendors needs to be verified and businesses will be required to re-submit documents already provided before a payment is executed. Businesses should be ready to provide such when required.

> By signing below the business representatives certify that the banking information provided is accurate, belongs to the business and assume full responsibility in the event amounts sent to the indicated account results in payment being rejected*** or is sent to an account which does not belong to the business and for which the Government of Belize shall not have any liability whatsoever.

Signature: _____

Print Name: _____

Job Position: _____

Date : _____

Signature: _____

Print Name: _____

Job Position: _____

Date : _____

***Must be Registered with G.S.T or Income Tax Department - TIN is provided by those entities.**

****If Sole Proprietorship, please indicate so in comments and owner is to sign.**

*****In event that inaccurate account information is provided; a new form will need to be completed**

Business Stamp



Accountant General
TREASURY DEPARTMENT

Vendor Authorization Form For PERSONS

New: ☐ Update: ☐

Please Read Carefully and Complete in Block Letters

Social Security* # _____
(must be complete 9-Digit number - Copy of SS Card MUST to be submitted)

FULL Name: _____
(as seen on SS Card)

Jr./Sr.? _____ Tax Id. Number (TIN): _____

Address : _____

Email Address: _____

Phone Number: _____

Bank or Credit _____

Union: _____

Account #: _____
(As provided by bank - complete with branch code where applicable)

Account Holder's Name: _____
(As it appears on bank records)

Comments: _____

Note and Disclaimer

> This form is to be completed by the person who wishes to be added to SmartStream Payables Vendor List in order to receive payment(s) from any Government of Belize Ministry/Department.

> At times, information for vendors needs to be verified and in such cases persons will be required to re-submit documents already provided before a payment is executed. Persons should be ready to provide such when required.

> By signing below the person certifies that the banking information provided is accurate, belongs to him/her and assumes full responsibility in the event amounts sent to the indicated account results in payment being rejected** or is sent to an account which does not belong to him/her and for which the Government of Belize shall not have any liability whatsoever.

Signature: _____

Print Name: _____

Date : _____

* For foreigners, a copy of passport will be accepted - all Belizean nationals/citizens are to use SS Cards.

** In event that inaccurate account information is provided; a new form will need to be completed