

# Remittance Advice Slips

## Key Point

A remittance advice slip is sent with the statement and is returned by the Customer with the payment. This means the customer doesn't have to worry about writing a letter or copying a statement when payment is made.



## Completing the document:

### Every Remittance Advice slip needs to include:

1. The name and address of the supplier you are paying money to.
2. Their supplier account number.
3. Statement Reference – what is the number on the statement of the account they sent you?
4. Date the statement was issued.
5. Amount enclosed
6. Cheque number – what is the number of the cheque you are writing?
7. Your Reference – what is your customer account number with the supplier? This appears on the documents they send you.
8. Date of Payment – when are you making the payment?

## Look out for the following mistakes

- Amount on cheque does not equal the amount on the slip.

