
BACS

BACS, also known as *Bankers' Automated Clearing Services* is the process used for making payments directly from one bank account to another.

Pay Check is a licensed commercial BACS bureau. This means if you are registered as an Indirect BACS Submitter and have a BACS User number, Pay Check can transmit payments via BACS on your behalf.

Transmitting the salary payments via BACS, is included in our fee, and it means that Pay Check can take responsibility for the complete payroll process from start to finish. As opposed to you having to arrange payments of the salaries, and potentially re-keying the figures.

To discuss changing to BACS please contact Victoria Baillieu on 0207 498 1133 or email vcb@paycheck.co.uk

Detailed below are the steps you need to take to become a BACS user:

Step 1 Request a BACS form

Call your relationship manager at your bank and request a BACS User Application Form; each bank has its own individual form. If the bank appears vague or uncertain, explain to them that your payroll is outsourced to a Licensed Commercial BACS Bureau (Pay Check) who will be transferring the net payments via BACS. In order for Pay Check to act on your behalf, your company needs to be set up as an Indirect BACS Submitter.

Step 2 Completing the form

Please use these guidelines to help you, if you require any further assistance please contact Tracy (tja@paycheck.co.uk) or Victoria (vcb@paycheck.co.uk):

Bureau name: Pay Check Ltd
Bureau number: B60430
Bureau address: 4 Ingate Place
 London SW8 3NS
Contact name: Tracy Anderson
Email: paycheck@paycheck.co.uk

Do you want the bureau to collect reports on your behalf? No

Application type	Payments (direct credits)
Submission channel	Indirect submissions only
Account details	The account the salaries are to be debited from.
Primary Security Contacts	2 individuals from your organization, not Pay Check.

Step 3 Submitting your application

Return the completed form to your relationship manager for approval. Once approved, the bank's BACS department will issue and advise you of your BACS User Number via email.

When you have your BACS User Number, please send one email to Pay Check confirming:

- > The BACS User Number
- > The account details we are debiting
- > Your pay date

Important Notes

It takes on average 4 weeks to set up a BACS facility. Please contact your bank if you have not heard from them within 3 weeks.

You bank will charge for setting up a BACS facility.

In addition to sending the net salaries via BACS, Pay Check can also pay over the PAYE liability via BACS, for a fee of £10.00pm. If you are interested in this service please speak to Tracy or Victoria.

For more details of Pay Check's Payroll Services

Visit www.paycheck.co.uk or call us 020 7498 1133

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