

# BACS Service

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 means that Pay Check can take responsibility for the complete payroll from start to finish, rather than you having to arrange payments of the salaries, and potentially re-keying the figures.

To discuss moving to Pay Check's BACS Service please call us on 020 7498 1133 or email [paycheck@paycheck.co.uk](mailto:paycheck@paycheck.co.uk)

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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 the information below to help you complete the form:

**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](mailto:paycheck@paycheck.co.uk)

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

**Application type** Payments (direct credits)

<b>Submission channel</b>	Indirect submissions only
<b>Account details</b>	The account the salaries are to be debited from.
<b>Primary Security Contacts</b>	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. Please contact us if you are interested in this service.*