

## BACS Fact Sheet

Pay Check is a licensed commercial BACS bureau. For any client who registers as an Indirect BACS Submitter and is issued with a BACS User number by their bank, Pay Check can transmit payments via BACS.

### Step 1 – Request the Form

Call your relationship manager and request a BACS User Application Form from your bank, as each bank as its own individual form.

If the Bank appears vague, please explain to the bank that your payroll is outsourced to a company who is a Licensed Commercial BACS Bureau and therefore the bureau (Pay Check) will be transferring the net payments via BACS. In order for Pay Check to do this, your company needs to set up as an Indirect BACS Submitter.

### Step 2 - Complete the form

Below are our guidelines for completing a BACS User Application Form

#### Bureau Details

Bureau Name: Pay Check Limited  
Bureau Number: B60430  
Bureau Address: 4 Ingate Place  
London  
SW8 3NS  
Contact Name: Tracy Anderson  
Fax Number: 020 7498 1144  
Email: [paycheck@paycheck.co.uk](mailto:paycheck@paycheck.co.uk)

Some of the forms ask the question 'Do you want the bureau to collect reports on your behalf'. The answer is: No

#### Application Type

Payments (Direct Credits)

#### Submission Channel

Indirect Submissions Only

#### Account Details

Details of the account the salaries are being debited from.

#### Primary Security Contacts 1 & 2

Must be individuals within your organisation and not Pay Check.



**Step 3 – Return the form to your Bank**

- Send to your relationship manager for approval and sign off
- Once it has been approved your relationship manager will forward the form to their BACS department.
- We recommend you contact your bank if you have not heard from them with 3 weeks
- The BACS department will issue the company with a BACS User Number
- The bank will email you confirmation of the BACS number.
- On receipt of your BACS number please forward the details to Pay Check together with the account details

**Please Note**

- On average it takes a minimum of 3 weeks to set up the BACS facility
- The bank will charge for setting up a BACS facility
- As an additional service for £10.00 per month Pay Check can pay over the monthly PAYE by BACS. If you are interested in this service please speak to Victoria or Tracy.