The **co-operative** bank

BACSTEL-IP

Bureau user
Application form

Guide for completion of the BACSTEL-IP bureau user application form

This guide is to help you complete the application form. Please read the instructions on the form carefully. Complete the form in black pen. Should you require any assistance when completing this form, please telephone BACS Support on 0161 903 5354.

Customer name and address

Business/Organisation name:	Official name of your organisation (including PLC etc)
Communications address:	Name of person including position and full postal address to whom BACS communications should be sent.

Primary security contacts

Two primary security contacts must be set up to maintain and manage the system for all other users. Primary security contacts must provide details in Section 2 of this form. We will contact you for additional security information. These contacts will be used out of hours if BACS Ltd are unable to process your file.

Alternative security method (ASM)

This method allows access to the system by using a contact ID and password. This log-on method only allows access to low risk functions such as collection or viewing by reports and the maintenance of non-sensitive reference data.

Delivery to BACS

The customer's appointed bureau is responsible for the delivery of electronic submissions.

For information purposes the BACS processing cycle is detailed below. Please note this timetable cannot under any circumstances be shortened.

The processing cycle

Input day

22:30 hours is the latest time for receipt of submission at BACS.

Processing day

The date recorded in the User Header Label to identify the intended BACS processing cycle.

Entry day

The date on which debits and credits are posted to accounts.

NB

This processing cycle will always be three consecutive English bank working days.

Your account details

Main account

This account number is used by BACS only when an incorrect nominated account number is quoted.

Nominated account

This is the account which is debited or credited with the total value of each submission. You can have more than one nominated account if required. If you wish, the main and nominated accounts details can be the same.

Redirection account

Any items which cannot be processed to the destination account may if required be returned to an account other than the nominated account. This is known as a REDIRECTION ACCOUNT.

Value and period of credit limit

The credit limit of your nominated account(s) should be sufficient to cover the cumulative value of all your submissions during the period you have requested (e.g. weekly, monthly).

We recommend that you build a 25% margin into the normal value of payments to cover such instances as increased wage or salary costs, holiday pay etc.

The credit limits must be reviewed at regular intervals and requests for increased limits should be channelled through your Business Centre.

Signatures

The form must be signed by the authorised signatory/signatories in accordance with the bank account mandate.

On completion of the form

When the form is complete forward to your relationship manager who will confirm the signature(s) and forward the form to BACS Support.
A user number will be allocated and two copies of the form returned to you, one for your records and the other to be forwarded to your bureau provider as confirmation that your BACS facility has been set up at BACS Ltd.

A BACS service user guide will also be issued.

1 Business/Organisation name and communication address

Business/Organisation name

Title Forename Second initials

Surname Position

Communication address

Postcode

Email address

2 Primary security contact for alternative security method (ASM)

(a) Title Forename Second initial(s) Surname

Position Email address

Telephone number Out of hours telephone number

(b) Title Forename Second initial(s) Surname

Position Email address

Telephone number Out of hours telephone number

3 Bureau details

Bureau name Contact

Address Telephone number

Bureau's customer number

Bureau number

Postcode

4 Your account details

Your account sort code

	Main account	Nominated account	Nominated account (2) if required
Your account number(s)			
Redirection account sort code(s) (if required)			
Redirection account (if required)			
Period of credit limit		☐ Weekly ☐ Monthly	☐ Weekly ☐ Monthly
Value of credit limit including a 25% margin			
Individual item credit limit			

5 Submitting details

(a) Frequency of submission

☐ Daily ☐ Weekly ☐ Fortnightly ☐ 4-weekly ☐ Monthly If other, please state

(b) Purpose of submission

☐ Council Tax ☐ N.N.D.R. ☐ Salaries ☐ Wages ☐ Subscriptions If other, please state

6 Declaration and consent

I/We request that The Co-operative Bank p.l.c. registers the above named business/organisation for the BACSTEL-IP service and confirm that the terms and conditions relating to the BACSTEL-IP service have been read and agreed.

Your consent

It is important that you read and understand the section entitled Using & Sharing Your Information (including the parts about credit reference and fraud prevention agencies) in the terms and conditions.

To be signed by the authorised signatory/signatories in accordance with the bank account mandate.

Signature	×	Signature	×
Date		Date	
Signature	×	Signature	×
Date		Date	

7 What to do next

Please return your completed BACSTEL-IP bureau user application form to your relationship manager.

For bank use only

Relationship manager to complete

We confirm the account details and signature(s) quoted above. Complete signature boxes in confirmation that details are correct. Return the completed application form to BACS Support Department, Electronic Payments, Miller Street, Manchester M60 OAL.

Signature for manager

Name (block caps.)

Branch

Industry type

Admin set ID

Date

BACS Support Department to complete

User number has been allocated.

Organisation ID

Signature for BACS Support (Electronic Payments, Miller street)

Date

Please call 08457 654 654 if you would like to receive this information in an alternative format such as large print, audio or Braille.

The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England and Wales No. 990937.

The Co-operative Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (No.121885) and holds an Interim Permission in respect of consumer credit activities and subscribes to the Lending Code and the Financial Ombudsman Service.

Calls may be monitored or recorded for security and training purposes.

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