



We would like to offer you the opportunity of being paid by *BACSTEL-IP* :

This will mean that the money will be paid direct into your bank or building society.

For you, the payee, this system means:

- There is no possibility of cheques being delayed or lost in the post;
- You are saved the trouble and time involved with paying cheques into your bank or building society;
- The four days bank clearing cycle is removed, with cleared funds available in your account on the day our account is debited.

Direct Credit through BACS helps everyone involved

- We reduce our administration costs.
- You receive cleared funds on the date specified on your remittance.
- You will continue to receive a Remittance Advice from us. (This can be posted, emailed or faxed).
- Your bank charges should also be reduced and your accounting procedures will be simpler and more predictable.

To have your invoices paid by direct credit, we require the following information from you:

- Your Bank / Building Society Branch Sort Code*.
- The relevant Bank / Building Society account number* to be credited.
- Please sign this form, without your signature we are unable to accept any bank details for update.

* You will find this information on your cheques.

PLEASE COMPLETE THE FORM BELOW, ENSURING IT HAS BEEN SIGNED. PLEASE RETURN TO THE ADDRESS ABOVE

PLEASE COMPLETE IN BLOCK CAPITALS

Revenue Vendor Number
(Found on your remittance)

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Branch Sort Code
*

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Name: _____

Account Number
*

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Address: _____

Building Society Reference/ Roll Number

Your bank/building society's name

Post Code _____

Contact Numbers _____
(For company use only)

Signature/Or Company Stamp

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If you would like to receive remittances by either fax** or e-mail please complete the details below:

Fax _____

E-mail _____

* You will find these numbers on your cheques.
** **Please Note** : Faxes are sent via an automated system, usually out of office hours