

## SME Client Converting to BACS to pay employees

BACS (Bank Automated Clearing System) have for many years been successfully paying money into the bank accounts of millions of employees & workers. Utilising Internet technology, it is a safe and secure way of ensuring your employees wages and salaries enters their bank account on a specific bank working day. Providing your employee has given the correct details, the money cannot fail to credit their account. Where employees quote incorrect details, money is simply returned to the source remitter for re-payment. Money just does not get 'lost'!

PayPartners Ltd is a BACS approved bureau. We have undergone a thorough inspection by BACS who have satisfied themselves that our procedures and security arrangements are of a sufficiently high standard to allow us to take on the responsibility of sending wages & salaries directly to employee bank accounts on your behalf. **PayPartners bureau service (Bureau Number B60625)**

The BACS payment cycle takes three working days to complete. For example, if you wanted your employees to receive their pay on Friday, PayPartners would send the payments on the preceding Wednesday. BACS do not work on public holidays or weekends, so you will need to bear this in mind when working out the correct time to send payments.

### Current BACS Users

You will need to contact your sponsoring bank & inform them that you want to transfer your BACS service user number (SUN) to PayPartners bureau. They will make the necessary arrangements and notify you & us when the change has been completed.

### Non BACS users

You need to make an application to become an Indirect Submitter. Application forms are available from you sponsoring bank's business support team. They will charge a fee to be connected to the service. Please note that your application can take up 4-6 weeks to process. You will need to nominate PayPartners bureau as your submission method.

### Update your employees

Once your SUN is set up and ready to go you must send your employee bank account details (6 digit sort code, 8 digit account number) to PayPartners. We will add this to the payroll records and start to pay your employees directly into their bank account on the payday you have nominated. It really will save you time & money!