



Sort Code Validation Accreditation Scheme

Application Guidance Notes

Completing the accreditation application form

The numbering of the sections below is consistent with the Accreditation Application Form

- 1 Applicant and Administration Details
- 2 Product Accreditation Questionnaire
- 3 Applicant Undertaking

1. Applicant and administration details

1.1 Applicant Contact Details

Please provide your current contact details in the table provided. The Scheme's database will be updated with these details.

1.2 Company Contact Details

Please provide your company's current contact details in the table provided. The Scheme's database will be updated with these details and the Scheme will use these details as the first point of contact for any queries.

Please complete the questionnaire on the application form as accurately as possible. Where appropriate, guidance notes in support of each question are provided below:

Confirm that the information is sourced from EISCD?

EISCD is the industry database of all Sorting Codes in the UK – it is maintained on behalf of the NPSO by VocaLink. Details of the EISCD can be found on the VocaLink website: [Click here](#).

Confirm that the product is made available through a subscription basis or a pay per use basis?

Products offered on a 'one off basis' will not be accredited; Products which are offered via a subscription basis and / or pay per use are eligible.

Confirm that the product includes details of the transactions the sort code can accept in Bacs?

The EISCD list for each sort code the transaction types the sort code can accept in Bacs. Details in section 4.2 of the EISCD Technical Specification details these transaction types: [Click here](#).

Confirm that the product includes details of whether Faster Payments can be sent to each sort code?

To identify whether a sort code can receive payments via Faster Payments – Details in section 4.6 of the EISCD Technical Specification: [Click here](#).

Does the product include details of whether CHAPS payments can be sent to each sort code?

To identify whether a sort code can receive payments via CHAPS – Details in section 4.3 of the EISCD I Specification: [Click here](#).

Confirm that information is updated from EISCD at least monthly and made available to end customers?

Please confirm

Confirm that the product is not available on a quarterly or annual basis?

Please confirm

How is the updated information made available to all end customers?

How is the updated information made available to end customers and is it possible to monitor to see if customers have received and applied updates?

Does the product provide modulus checking functionality of destination accounts, and is this sourced from VocaLink modulus checking tables?

Please confirm

Does the Product provide any functionality to validate reference field contents and is this sourced from VocaLink maintained “Crediting and Debiting Building Society Accounts Guide”?

VocaLink maintain information on reference data required in Bacs credit transactions for organisations with non standard account numbers. This document is available through the Bacs website. To access this document please go to the 'log on' screen at www.bacs.co.uk website and follow the on screen instructions.

As per the Scheme’s Code of Conduct, applicants must declare any potential conflicts of interest which they feel may be relevant to their product’s participation in the Scheme.

If any conflicts (potential or otherwise) are declared, this will not necessarily affect the Product’s accreditation application, but we will require details of the relationship which will be kept on record in the interests of good corporate governance.

Applicants must also electronically sign their application form to confirm the accuracy of the information provided as well as to confirm agreement and acknowledgement to the information contained therein.

Please note failure to adequately complete any section of the application form or to demonstrate the required technical details or functionality may result in an application being rejected.

The Scheme's Dispute Resolution and Appeals Procedure sets out a formal process for appeals and disputes relating to the Scheme.

How to apply

Accreditation Process Timetable

Applicants should be aware of the following accreditation timetable

	Applicant	Scheme	SLA (working days)
Stage 1	Submit application	Reference issued in acknowledgement of application	1 day
Stage 2	Application decision	Scheme review of responses against questionnaire (applicant may be required to submit additional information)	20 days
Stage 3	Annual costs paid	Scheme acknowledgement of payment	10 days
Stage 4	Product registered on the website	Upon receipt of payment, the website will automatically be updated (date and time) with the Product's accreditation status.	1 day
Stage 5	Accreditation received	Scheme issuance of accreditation	5 days

To apply for accreditation, applicants are required to complete and submit the online application form.

Before launching a new product to market, we will be happy to assess the application on the basis that once we have been advised that the product has been launched, the assessment can be completed.

If applicable, a separate Word document or email should be sent (addressed to scvas@wearepay.uk referencing your application) outlining any potential or actual conflicts of interest.