



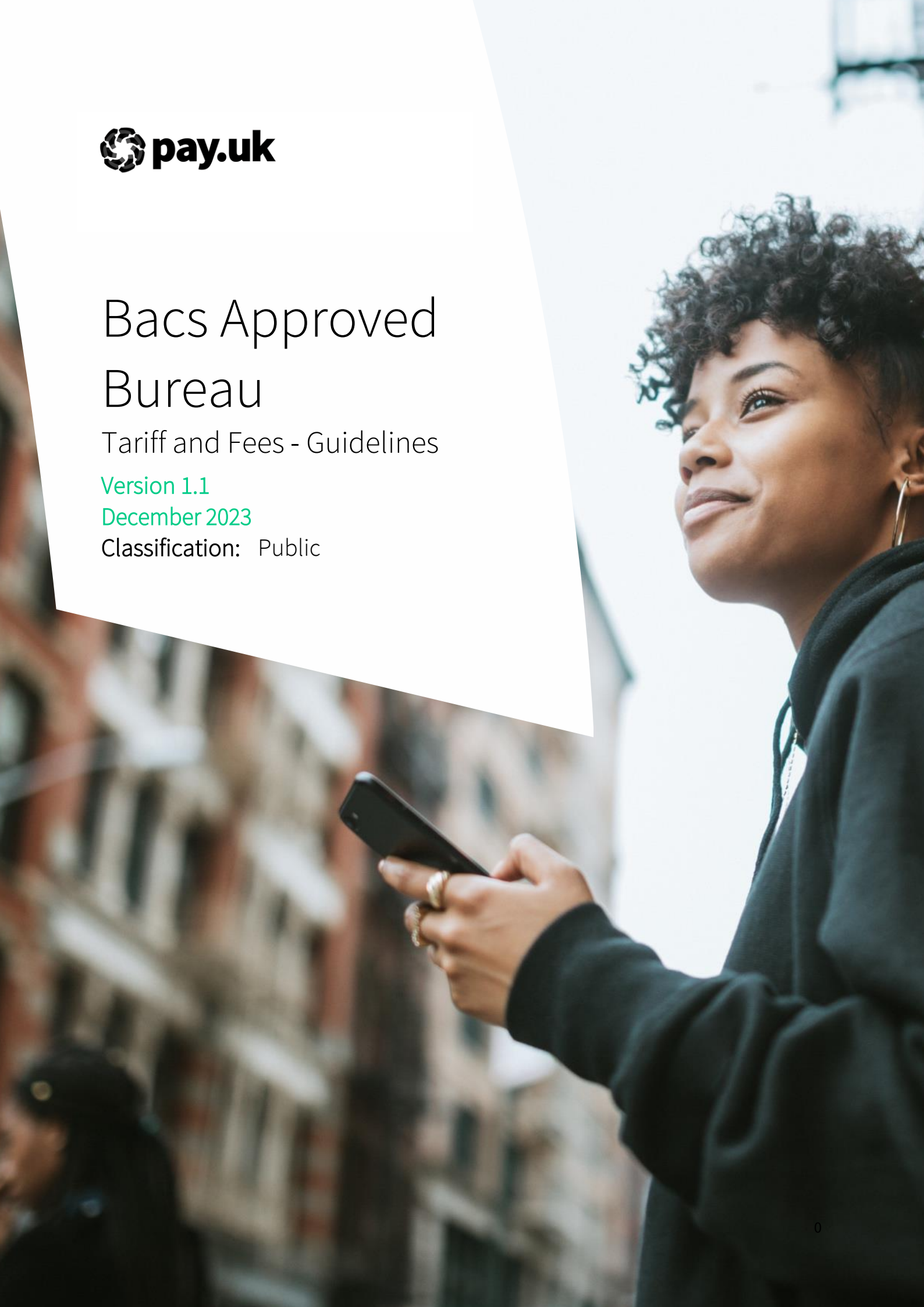
# Bacs Approved Bureau

Tariff and Fees - Guidelines

Version 1.1

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Classification: Public



# Contents

1	Documentation Information	3
1.1	Version history	3
1.2	Copyright statement	3
2	Introduction	4
2.1	Bacs Payment Schemes and Pay.UK	4
2.2	Bacs Approved Bureau (BAB) Scheme	4
3	BAB Tariff	5
3.1	Summary of fees	5
3.2	Registration fee	6
3.2.1	Application cancellation charge	6
3.3	Annual fee	6
3.3.1	Late payment fee	6
3.3.2	Invoice re-issue fee	6
3.4	Second and subsequent re-inspection fee	7
3.5	Cancellation fee	7
3.6	Additional fees	7
3.6.1	Non-European Union based bureaux (overseas visits)	7
3.6.2	Additional sites	7
4	Invoice rules	8

4.1	Account code	8
4.2	Accounts payable	8
4.3	Bureau number	8
4.4	Single payment for multiple bureau number	8
4.5	Emailing of annual fee invoices	8
4.6	Invoice information	8
4.7	Part payment	8
4.8	Direct Debits	9
4.9	Purchase order numbers	9
4.10	Quotations	9
4.11	Settlement	9
4.12	Late payment charge	9
5	Contacts	10
5.1	Email address	10
5.2	Postal address	10
5.3	Websites	10
6	Direct Debit Instruction	11

# 1 Documentation Information

## 1.1 Version history

Version	Date	Description
1.0	01/01/2023	Final version
1.1	20/12/2023	Tariff Update

## 1.2 Copyright statement

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## 2 Introduction

This document details the charges relating to membership of the Bacs Approved Bureau (BAB) Scheme.

### 2.1 Bacs Payment Schemes and Pay.UK

Bacs Payment Schemes (Bacs) is a wholly owned subsidiary of Pay.UK - the industry body whose role is to develop, enhance and promote the use and integrity of automated payment and payment related services. Pay.UK governs the rules and legal structures under which payments are made and promotes best practice amongst organisations offering payment services.

### 2.2 Bacs Approved Bureau (BAB) Scheme

Pay.UK must approve any organisation that submits Direct Debits, Bacs Direct Credits or Faster Payments transactions on behalf of third parties (separate legal entities). It refers to such organisations as bureaux and provides approval under the BAB Scheme. This document details the charges relating to membership of the BAB Scheme.

**BAB status is non-transferrable and cannot be operated by any other organisation than the one approved by Pay.UK to operate the bureau number.**

## 3 BAB Tariff

Pay.UK levies all fees, which are subject to VAT, at bureau number level. Additional fees may be payable as detailed below. The fees are applicable to all BABs, regardless of Faster Payments or Bacs submissions being processed.

All payments must be made by Direct Debit. A Direct Debit Instruction is available at the end of this document.

All fees are payable in UK sterling only and any costs incurred by bank transfer (e.g. handling charges or conversion costs) by either the paying or receiving bank must be borne by the bureau.

### 3.1 Summary of fees

Fee type	Fee
<b>Registration (Application) Fee</b>	£4500
<b>Application Cancellation Charge (see 3.2.1)</b>	From £500
<b>Annual Fee</b>	
Up to 30,000 transactions per annum	£411
30,001 - 60,000 transactions per annum	£863
60,001 - 100,000 transactions per annum	£1267
100,001 – 250,000 transactions per annum	£1811
250,001 – 750,000 transactions per annum	£2354
750,001 – 1,000,000 transactions per annum	£3281
1,000,001 – 1,250,000 transactions per annum	£3938
1,250,001 and over transactions per annum	£4594
Late Payment Fee	£250
Invoice re-issue Fee	£20
<b>Second (and subsequent) re-inspection fee (per visit)</b>	£650
<b>Visit Cancellation Fee</b>	£530
<b>Additional Fees</b>	
Overseas Visit Fee (applicable for countries outside the European Union)	£3000
Additional Site Fee	£500

## 3.2 Registration fee

The Registration fee covers the initial set-up costs of bureaux applying to join the BAB Scheme. Set-up costs include the cost of the initial inspection and, if required, one re-inspection. **The fee must be paid before an inspection can be arranged.**

Bureaux will not receive approval until they settle the invoice for the Registration fee (pre-inspection), complete and return the contract that provides Pay.UK with the right to undertake regular inspections, and successfully complete the inspection process.

### 3.2.1 Application cancellation charge

Once the application process has begun, if the applicant bureau decides to cancel the application, a fee will be charged depending on the level of work that has been undertaken. The remaining refund of the registration fee will then be progressed.

Level	Stage	Fee
1	if the bureau has been set up on the BAB database	£500
2	<i>plus</i> , if the bureau has been provided with access to the bureau portal	£550
3	<i>plus</i> , if a date has been arranged for the inspection	£1500
4	<i>plus</i> , if the inspection has taken place	£2500

## 3.3 Annual fee

Annual Fees relate to the calendar year (1 January to 31 December), or any part thereof. Pay.UK calculates annual fees, based on the number of transactions submitted by a bureau number during the previous calendar year.

Pay.UK dispatches invoices for annual fees each April and does not normally charge an Annual and a Registration Fee in the same calendar year.

Pay.UK does not accept part payments and does not refund fees when a bureau organisation ceases to be a BAB part way through the year.

### 3.3.1 Late payment fee

Invoice payments not received within the required 30 days will incur a one-time late payment fee of £250.

Any unpaid fees after three months will result in the removal of BAB status, which is a condition for access to the Bacs clearing for the submission of third-party transactions.

### 3.3.2 Invoice re-issue fee

If an invoice needs re-issuing at a bureau's request, a fee of £20 will be issued per invoice. It is the bureau's responsibility to inform Pay.UK directly of changes to invoices addresses before the end of February every year.

### 3.4 Second and subsequent re-inspection fee

If a bureau fails the initial inspection and the first re-inspection, a fee of £650 is payable for all subsequent re-inspections. This must be paid before another inspection date can be arranged.

### 3.5 Cancellation fee

If a bureau cancels a scheduled visit at short notice, normally within two weeks of the agreed date, A cancellation fee of £530 will be issued. This must be paid before another inspection date can be arranged.

### 3.6 Additional fees

These fees are required to be paid before BAB status can be granted or renewed. All fees must be paid prior to the inspection.

#### 3.6.1 Non-European Union based bureaux (overseas visits)

Visiting bureaux operating outside the European Union can involve Pay.UK in substantial additional costs. If a bureau location is outside of the European Union, a fee of £3000 per location will be charged in the year the visit takes place. The invoice will be required to be paid prior to the inspection.

#### 3.6.2 Additional sites

If a bureau operates one bureau number (for the full end-to-end Bacs process) from more than one location, Pay.UK, at its discretion, will be required to visit all the additional sites. Sites located within the European Union will incur the set charge per visit. For sites outside of the European Union, see 'Non-UK Based Bureaux'.



## 4 Invoice rules

### 4.1 Account code

The account code **2BABS00** quoted on invoices is for Pay.UK's reference and has no relationship to any specific BAB - please see Bureau Number.

### 4.2 Accounts payable

Please note that Pay.UK will not become involved in the management of the internal account's payable operations of any BAB; this is a BAB responsibility.

### 4.3 Bureau number

The bureau number of the BAB (B followed by five numeric digits) should be quoted on all communications with Pay.UK, including remittance advices the notification of purchase order numbers and all queries. If the bureau number is not quoted, this will delay the allocation of funds to your outstanding invoice, and this will impact your BAB status.

### 4.4 Single payment for multiple bureau number

If a single payment is made to cover several invoices for multiple bureau numbers, the remittance advice listing all the bureau numbers and individual amounts must be emailed to [bacsinvoices@wearepay.uk](mailto:bacsinvoices@wearepay.uk) before the payments can be applied.

### 4.5 Emailing of annual fee invoices

Invoices will be sent by email to the address provided to us (Pay.UK - Third Party Assurance Team). It is the BAB's responsibility for supplying Pay.UK with any changes to invoice addresses in a timely manner. Pay.UK prepares annual invoices for membership of the BAB Scheme at the beginning of March each year for dispatch in April. BABs should supply any invoice address changes by the last day of February each year.

Please note that Pay.UK will not send invoices to third-parties; we will only send invoices to the BAB to which the invoice relates and with which we have a contractual relationship; it is the BAB's responsibility to manage its third-party suppliers.

### 4.6 Invoice information

Invoices issued in respect of the BAB Scheme satisfy all current UK and EU requirements. Pay.UK does not tailor the information contained in its invoices.

### 4.7 Part payment

Bacs does not accept part payments; Bacs will return any unsolicited funds received less a handling fee of 5% (minimum £10).

## 4.8 Direct Debits

All annual fees will be collected by Direct Debit. Direct Debit Instruction forms can be obtained directly from the Third-Party Assurance Team or by emailing [bacsinvoices@wearepay.uk](mailto:bacsinvoices@wearepay.uk). A form is also available at the end of this document.

**All Direct Debit instruction forms must be received by the Finance Team by the 1st of February each year to permit reasonable time for the set-up of the instructions with your bank. If the Direct Debit form is received by us later than the 1st of February, we cannot guarantee that your invoice can be collected by Direct Debit and you must ensure that you are able to pay by alternative means.**

An annual invoice will be sent to you, giving you details of the amount you are due to pay and the date on which that payment needs to be made. As the amount will be collected automatically from your bank account it means that you will no longer have to do anything further.

## 4.9 Purchase order numbers

While there is no legal requirement to do so, Pay.UK is happy to quote purchase order numbers on its invoices. Pay.UK prepares annual invoices for membership of the BAB Scheme at the beginning of March each year for despatch in April. **BABs should supply any purchase order number(s) for inclusion on annual invoices by the last day of February each year** together with any changes to the invoice address. Pay.UK will not seek purchase order numbers and will not re-issue invoices (without charge) if these are supplied too late for inclusion in its annual invoice run. In the absence of a new purchase order number, Pay.UK will produce invoices that quote the last purchase order number provided, if any.

## 4.10 Quotations

Pay.UK does not quote for membership of the BAB Scheme as it publishes details of the standard fees applicable (this document) on the Bacs website. All BABs pay the same fees and Pay.UK does not supply personalised quotations.

## 4.11 Settlement

Pay.UK payment terms require settlement within 30 days and failure to pay in a timely manner will result in a late payment fee and ultimately, for consistent non-payment (three months), the removal of BAB status, which is a condition for access to the Bacs clearing for the submission of third-party transactions.

## 4.12 Late payment charge

Late payment of fees will incur a late payment charge. Failure to pay the fee or the charge within three months will result in the removal of BAB status, which is a condition for access to the Bacs clearing for the submission of third-party transactions.

## 5 Contacts

For further information or comments relating to these guidelines, please contact Pay.UK as follows:

### 5.1 Email address

Invoice related queries can be emailed to [bacsinvoices@wearepay.uk](mailto:bacsinvoices@wearepay.uk).

### 5.2 Postal address

The Bacs Approved Bureau Scheme, Pay.UK, 2 Thomas More Square, London, E1W 1YN.

### 5.3 Websites

[www.bacs.co.uk](http://www.bacs.co.uk)

[www.wearepay.uk](http://www.wearepay.uk)

# 6 Direct Debit Instruction

Please return the completed Direct Debit Form to:

Bacs Approved Bureau DD Team  
Finance Department  
Pay.UK  
2 Thomas More Square  
London E1W 1YN



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Accounts Receivable  
Pay.UK Limited  
2 Thomas More Square  
London  
E1W 1YN

Service user number

1	7	4	6	2	0
---	---	---	---	---	---

Name(s) of account holder(s)


Bank/building society account number

--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager <span style="float: right;">Bank/building society</span>
Address
Postcode

FOR PAY.UK LIMITED OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society

Please pay Pay.UK Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Pay.UK Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

B																			
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Banks and building societies may not accept Direct Debit Instructions for some types of account

# The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

If there are any changes to the amount, date or frequency of your Direct Debit Pay.UK Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Pay.UK Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by Pay.UK Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society

– If you receive a refund you are not entitled to, you must pay it back when Pay.UK Limited asks you to

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.





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