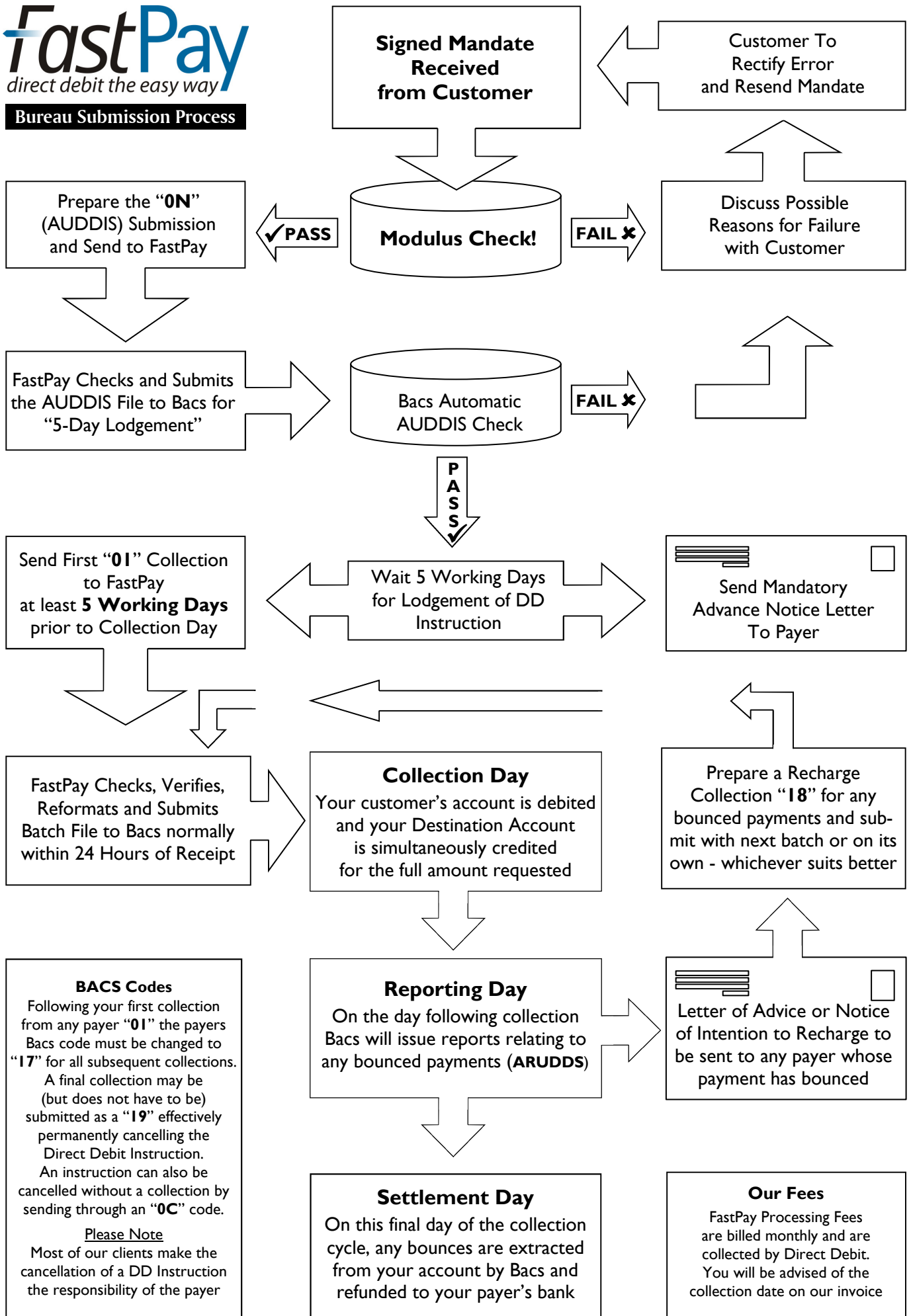


## Bureau Submission Process



Send First "01" Collection to FastPay at least **5 Working Days** prior to Collection Day

Wait 5 Working Days for Lodgement of DD Instruction

Send Mandatory Advance Notice Letter To Payer

FastPay Checks, Verifies, Reformats and Submits Batch File to Bacs normally within 24 Hours of Receipt

**Collection Day**  
Your customer's account is debited and your Destination Account is simultaneously credited for the full amount requested

Prepare a Recharge Collection "18" for any bounced payments and submit with next batch or on its own - whichever suits better

**BACS Codes**  
Following your first collection from any payer "01" the payers Bacs code must be changed to "17" for all subsequent collections. A final collection may be (but does not have to be) submitted as a "19" effectively permanently cancelling the Direct Debit Instruction. An instruction can also be cancelled without a collection by sending through an "0C" code.  
Please Note  
Most of our clients make the cancellation of a DD Instruction the responsibility of the payer

**Reporting Day**  
On the day following collection Bacs will issue reports relating to any bounced payments (ARUDDS)

Letter of Advice or Notice of Intention to Recharge to be sent to any payer whose payment has bounced

**Settlement Day**  
On this final day of the collection cycle, any bounces are extracted from your account by Bacs and refunded to your payer's bank

**Our Fees**  
FastPay Processing Fees are billed monthly and are collected by Direct Debit. You will be advised of the collection date on our invoice