FastPay
direct debit the easy way

# The Submission Process

**Signed Mandate Received from Customer**

**Modulus Check!**

✓PASS

Prepare the "**0N**" AUDDIS Submission and Send to FastPay

FAIL ✗

Discuss Possible Reasons for Failure with Customer

Customer To Rectify Error and Resend Mandate

FastPay Checks and Submits the AUDDIS File to Bacs for "5-Day Lodgement"

Bacs Automatic AUDDIS Check

FAIL ✗

PASS ✓

Wait 5 Working Days for Lodgement of DD Instruction

Send Mandatory Advance Notice Letter To Payer

Send First "**01**" collection to FastPay At Least **5 Working Days** prior to Collection Day

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 the FastPay Client 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

**Reporting Day**

On the day following collection Bacs will issue reports relating to bounced payments (**ARUDDS**) and FastPay will forward them to you

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

**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

**Payment Day**

On this final day of the collection cycle any bounces are extracted by Bacs and the cleared balance of the collection is paid out to you

Our default method for client payments is Bacs Direct Credit. We also offer same-day transfers via FPS or CHAPS*

(*a supplementary charge applies)