



<b>Name:</b>	
<b>Address:</b>	
	<b>Your Departmental Contact (at East Sussex C.C.)</b>
<b>Post Code:</b>	<b>Name:</b>
<b>Tel Number:</b>	<b>Tel:</b>
<b>Email Address:</b>	 <b>IMPORTANT:</b> We need you <b>email address</b> to despatch your remittance advice
Please use <b>BLOCK CAPITALS</b> when completing this form. <u>See guidance notes on reverses...</u>	
<b>VENDOR / SUPPLIER NUMBER*:</b>	<i>*not required if this BACS form is being submitted as part of a vendor number request</i>

**BACS (Bank Automated Clearing System) Payments to Vendor/Supplier:**

The County Council now makes payments directly into your bank accounts by BACS. If you are in any doubt about the information required, please contact your bank or building society for further advice.

**Remittance advice:**

If you do not have an email address the remittance will be posted. Note: E-mail is the County Council's preferred despatch method for remittance advice.

**Payee name:**

**Account name:**   
*(if different from above)*

**Telephone number of account holder** *(if different from above):*

**Email address of account holder** *(if different from above):*

**Bank Account OR Building Society details:**

**Sort Code:**    —    —

**Account No.**

**Building Society:**

**reference no.** *(Required for Building Societies only)*

**Name:**   
*(Bank or Building Society)*

**Address:**   
*(Bank or Building Society)*

**Post code:**

This form must be **hand signed** by the account holder. *Payment will be delayed if omitted.*

**Signature:**

**Date:**

Please **write name** in BLOCK CAPITALS:

Please return to: **East Sussex County Council**  
**Business Operations (Orbis) – Procure to Pay Team**  
**County Hall (East E)**  
**St Anne's Crescent**  
**Lewes, BN7 1UE**  
**E-mail: [BACSforms@eastsussex.gov.uk](mailto:BACSforms@eastsussex.gov.uk)**

## **Guidance notes for payment by BACS (Bank Automated Clearing System)**

### **Which BACS form should I use COMMERCIAL or NON-COMMERCIAL?**

Please use the **Commercial BACS form** if you are an organisation/company with a business interest in the service/ goods being supplied (or similar purpose). Where the goods or services are being supplied will result in financial gain to your organisation / company. This includes Sole Traders, Partnership as well as PLC and LTD Companies.

**Please note that if you are a Public Body or Charity** (or similar organisation body i.e. Third Party vendor) **you are required to provide evidence of your official status on the BACS form in the same manner as a commercial vendor.**

If you do not come under the categories above you should use the **Private individuals BACS form**. **Both forms can be downloaded from the [EastSussex.gov.uk](http://EastSussex.gov.uk) website (search "BACS Form")**

### **BACS payment - benefits to you:**

- The payment goes directly into your bank account.
- You don't have to pay cheques into the bank and wait for them to 'clear'. This saves you time and means the money is available to you more quickly
- The money will be credited in your account within two working days from the date shown on the payment advice we will send you
- There is no risk of the payment made to you being lost or stolen, as there could be with a cheque.

### **Completing the BACS forms** *I would like to draw your attention to the following points:*

- Ensure that the form has been signed by an authorised signatory
- Ensure that your vendor number is included at the top of the form (Please call your main contact at ESCC if you do not have your vendor number.)
- If the account no. field or the Building Society reference no. field are too small please seek advice from your Bank or Building Society on how to complete these fields. Under no circumstances should you extend the fields or write more than one character in each box.
- If you have a Lloyds or Girobank account with a non-standard account number (more or less than 8 digits) please seek advice from your bank when completing this form. Please note that Post Office accounts and certain bank and building society accounts cannot receive direct payments, if you are in any doubt as to whether you can accept direct payments please consult you branch for advice on how to complete the form.

### **Returning your completed BACS form**

By post:

**East Sussex County Council, Business Operations (Orbis) - AP, County Hall (East E),  
St Anne's Crescent, Lewes, BN7 1UE**

By email:

[BACSforms@eastsussex.gov.uk](mailto:BACSforms@eastsussex.gov.uk) (Quote 'BACs details\_ vendor name' in email title)

### **BACS payments**

- When we make a payment to you by BACS we will send you a separate remittance advice. This will detail what the payment is for and when it will arrive in your bank account.

**The remittance advice will be e-mailed.**

In the unlikely event your payment does not arrive in your account on the date stated please telephone our **helpdesk on 0300 200 1033** or e-mail [myhelpdeskfinance@surreycc.gov.uk](mailto:myhelpdeskfinance@surreycc.gov.uk) so that the matter can be investigated. *(Please note, our helpdesk is a shared service with Surrey County Council).*

- If, in the future, there is any change to the bank or building society details you have provided please inform us, preferably in advance and we will send you a new form to complete. Otherwise your payment could be delayed.
- If you have any queries concerning this information or the BACS form, that have not been explained above please contact our helpdesk on **0300 200 1033** or e-mail [myhelpdeskfinance@surreycc.gov.uk](mailto:myhelpdeskfinance@surreycc.gov.uk)