



Firmvalue Payrolls Ltd
Wey Court West,
Union Road, Farnham,
Surrey GU9 7PT

Tel: 01252 726274
Fax: 01252 726290
www.firmvalue.co.uk

Guideline for Completing a BACSTEL-IP User Application Form

Bureau Detail

Bureau Name: Firmvalue Payrolls Ltd
Bureau Number: B30267
Bureau Address: Wey Court West
Union Road
Farnham
Surrey
GU9 7PT
Contact Name: Sara Benham
Email: payrolls@firmvalue.co.uk

Some of the forms ask the question 'Do you want the bureau to collect reports on your behalf'. The answer is: No

Application Type

Payments (Direct Credits)

Submission Channel

Indirect Submissions Only

Account Details

Details of the account the salaries are being debited from.

Primary Security Contacts 1&2

Must be individuals within your organisation.

Once the form has been completed:

- 1 Send to your relationship manager for approval & sign off
- 2 Once it has been approved your relationship manager will forward the form to their BACS department.
- 3 The BACS department will issue the company with a BACS user number
- 4 The bank will email you confirmation of the BACS number
- 5 On receipt of your BACS number please forward the details to Firmvalue Payrolls together with the account details
- 6 On average it takes a minimum of 3 weeks to set up the BACS facility
- 7 The bank will charge for setting up a BACS facility.

