



Direct Debit Status

Getting Started

Contact Relationship Manager/Account Manager at your own bank branch to apply for Direct Debit Originator Status.

Once the Relationship Manager has given the go ahead in principle you will need to complete the application forms depending on which level you are going for:

- Ideally the banks like Paperless Direct Debit (where the DD details are captured electronically and set up and collections done via BACS).
- The mid level is AUDDIS and DD (where a paper mandate is collected from your customer but kept by yourself and the set up and collection carried out electronically via BACS) or
- Basic DD (where the paper mandate is sent to both your and the customer's banks and only the collection is done via BACS)

Forms

If you are purchasing the APT's BACS software (iConnect) you will need a **Direct Submitter's** application form.

Or

If outsourcing the BACS transmissions to APT's Bureau Service (BOS) then you will need an **Indirect Submitter's** form.

Once these are completed (APT are more than happy to help, call us on 020-8760 9898 for further advice) this should be returned to the relationship manager who will then sign off and forward the forms internally to their banks BACS liaison department.

After approx 6 weeks you will be given the DD / AUDDIS / Paperless Originator Status (as applicable) and assigned a BACS User Number. Also called a SUN (Service User Number) or OIN (Originator Identification Number) this enables you to collect the DD via BACS.

For further advice or any questions please call APT on 020-8760-9898 our team are more than happy to help.



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