

A Guide to Making Bulk BACS Payment on Coutts Bankline

Getting Started

Bulk Lists enable you to make multiple Standard Domestic BACS payments from a single debit on your account, which may be useful where you need to pay salaries, expenses or suppliers.

Additional security features

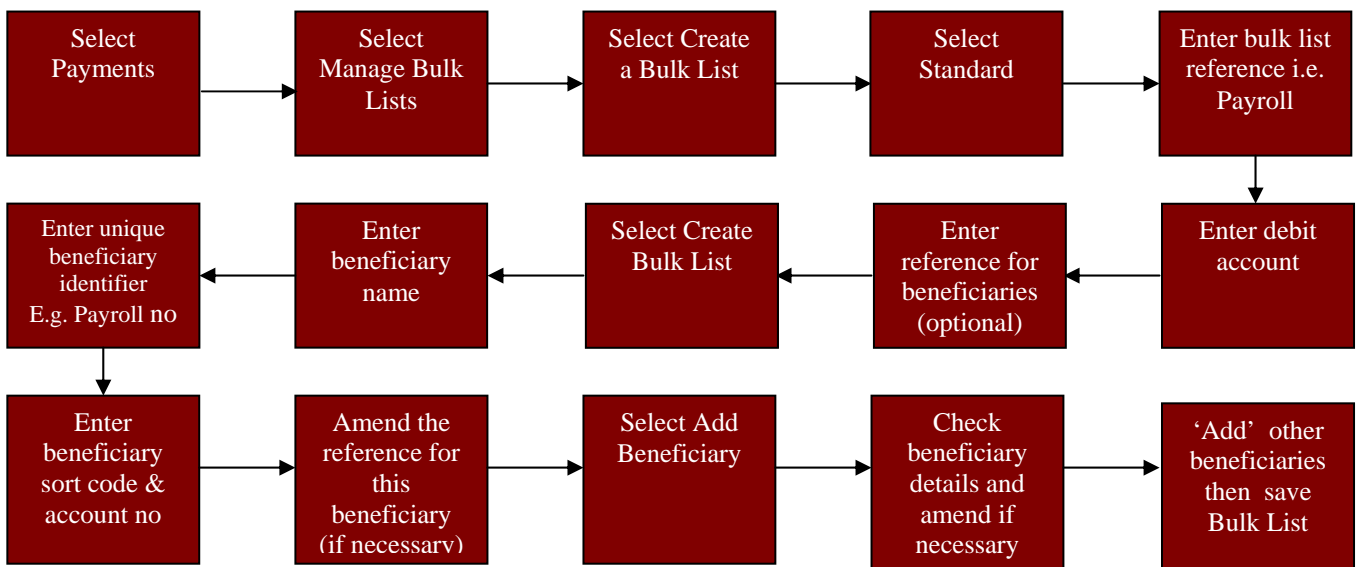
We recognise that this may be particularly sensitive data, so there are a number of additional security features you may wish to consider:

- Bulk lists can be marked as confidential so only authorised users have access to them
- The lists can be dual controlled so new or amended lists need to be checked

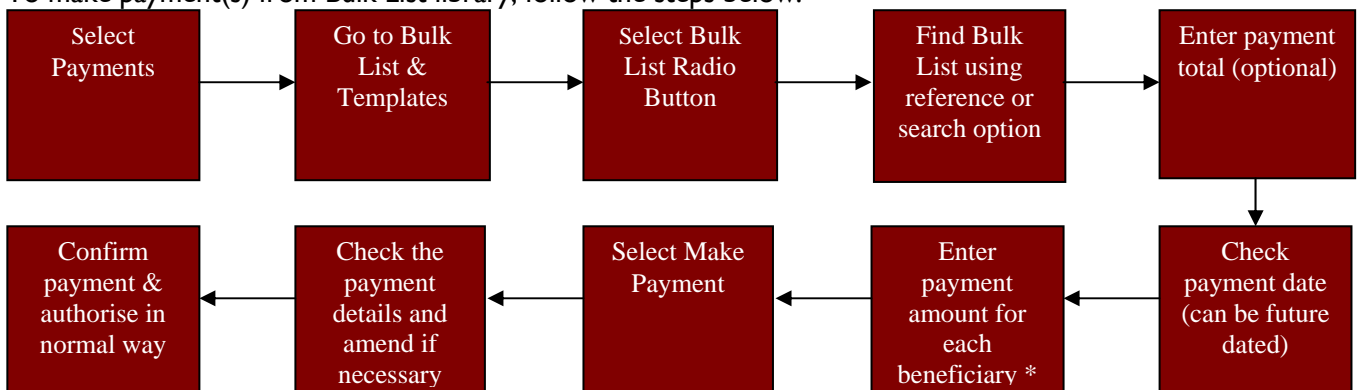
For details on how to do this refer to the Administrator User Guide on www.coutts.com/bankline

Making a BACS Bulk List Payment

Firstly, create a BACS Bulk List library by following the steps below:



To make payment(s) from Bulk List library, follow the steps below:



*For beneficiaries you do not wish to pay, the payment amount should be left as zero

Important Information

To ensure that payments are not delayed, available funds must be in the account the payment is originating from, prior to the payment being made. The cut off time for BACS payments is 6.15pm however, payments submitted after 4.30pm but before 6.15pm, will automatically be processed provided that you have sufficient funds available. When the payment is submitted, the status will immediately show as 'accepted', which means it has been accepted by the Bank for processing. However, if insufficient funds are available, then the payment will be rejected and the status will be subsequently updated to reflect this. We therefore recommend that for all payments submitted after 4.30pm, you check the status of the payment to ensure that it has not been amended to 'rejected'. Please ensure you allow approximately five minutes before performing this check, to allow for any changes in the status to be reflected.

Existing BACS Bulk List libraries can be edited or deleted by selecting Payments, Manage bulk lists and selecting the required Bulk List from the list.

The standard tariff for making a BACS Bulk List is 25p per individual payment. All Coutts Bankline charges will be collated on a quarterly basis and charged to the billing account you have registered on Bankline. Please contact the Bankline Help Desk should you wish to change your billing account.

It is possible to import BACS Bulk Lists into Bankline and guidelines on importing formats can be found on www.coutts.com/bankline. When importing Bulk List payments it is important to remember that the beneficiary library must already be held in Bankline and the data in the Import File must match any corresponding data as shown in Bankline.

If you require further assistance with regard to setting up Bulk Lists please contact the Bankline Help Desk on 0207 770 0004

Calls may be recorded.