HM Courts &
Tribunals Service

CAPSBACS3

BACS registration form

Please complete this form and return it to CAPS via email **ntonbacs@hmcts.gsi.gov.uk**

Company name

Contact name

Address

Postcode

Phone No.

Fax No.

Email address

How will the payments be processed?

☐ by your company

☐ a payroll supplier

If payments are processed by a payroll supplier, please forward these payment instructions onto them. If the payroll supplier are remitting the payments to us under your company name, any corresponding paperwork that they send must clearly quote this same company name.

Case/AE numbers currently in force (If necessary, please attach a separate sheet)

Note: this form is for our records only and if sending a bulk payment, you must still provide a written schedule for every payment.

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