

### JANUARY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

### MARCH

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### APRIL

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1 MAY

### MAY

M	T	W	T	F	S	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JUNE

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### JULY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### AUGUST

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1 OCT	2 OCT

### OCTOBER

M	T	W	T	F	S	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# PROCESSING ARRANGEMENTS FOR MULTIPLE BANK/PUBLIC HOLIDAYS 2016

## EASTER 2016

PAYMENT ARRIVAL DATE	PROCESSING DATE	LATEST SUBMISSION DATE
Thursday 24 March	Wednesday 23 March	Tuesday 22 March
Tuesday 29 March	Thursday 24 March	Wednesday 23 March
Wednesday 30 March	Tuesday 29 March	Thursday 24 March
Thursday 31 March	Wednesday 30 March	Tuesday 29 March

## CHRISTMAS AND NEW YEAR 2016/17

PAYMENT ARRIVAL DATE	PROCESSING DATE	LATEST SUBMISSION DATE
Friday 23 December	Thursday 22 December	Wednesday 21 December
Wednesday 28 December*	Friday 23 December	Thursday 22 December
Thursday 29 December	Wednesday 28 December*	Friday 23 December
Friday 30 December	Thursday 29 December	Wednesday 28 December*
Tuesday 3 January	Friday 30 December	Thursday 29 December
Wednesday 4 January	Tuesday 3 January	Friday 30 December
Thursday 5 January	Wednesday 4 January	Tuesday 3 January

### IMPORTANT INFORMATION ON PROCESSING

- Please ensure your software reflects Bacs non-processing days
- Did you know that you can submit your file up to 30 calendar days in advance of the processing date? If you cannot submit in advance, we recommend early submission on the input day (from 07:00 onwards).
- Ensure all staff involved in processing your Bacs payments are given access to a copy of the Bacs 2016 processing calendar
- For more information, please contact your sponsoring bank or the Bacs Service Desk on 0370 165 0018 or visit [bacs.co.uk](http://bacs.co.uk)

## DON'T GET LEFT BEHIND

Visit [bacs.co.uk/sha-2](http://bacs.co.uk/sha-2)

June 2016 security updates could affect your payment submissions.

JUNE 2016



## 2015

JANUARY	FEBRUARY	MARCH
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4	1	30 31
5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8
12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29

APRIL	MAY	JUNE
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
27 28 29 30	25 26 27 28 29 30 31	29 30

JULY	AUGUST	SEPTEMBER
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5	31	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28 29 30	28 29 30

OCTOBER	NOVEMBER	DECEMBER
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4	30	1
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31

## 2017

JANUARY	FEBRUARY	MARCH
M T W T F S S	M T W T F S S	M T W T F S S
30 31	1	1 2 3 4 5
2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12
9 10 11 12 13 14 15	13 14 15 16 17 18 19	13 14 15 16 17 18 19
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 25 26
23 24 25 26 27 28 29	27 28	27 28 29 30 31

APRIL	MAY	JUNE
M T W T F S S	M T W T F S S	M T W T F S S
1 2	1 2 3 4 5 6 7	1 2 3 4
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
17 18 19 20 21 22 23	22 23 24 25 26 27 28	20 21 22 23 24 25
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30

JULY	AUGUST	SEPTEMBER
M T W T F S S	M T W T F S S	M T W T F S S
31	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30

OCTOBER	NOVEMBER	DECEMBER
M T W T F S S	M T W T F S S	M T W T F S S
30 31	1	1 2 3 4 5
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31

### THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit (**insert your organisation name**) will notify you (**insert number of**) working days in advance of your account being debited or as otherwise agreed. If you request (**insert your organisation name**) to collect a payment, confirmation of the amount and date given will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by (**insert your organisation here**) or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when (**insert your organisation name**) asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

\*Consult your sponsor for entry date and processing day arrangements for accounts held in Northern Ireland.

Please note: your telephone calls may be recorded for security or monitoring purposes. Information is correct at time of going to press.