

**BACS PROCESSING ARRANGEMENTS CHRISTMAS 2011 AND NEW YEAR 2012  
WE RECOMMEND THAT YOU PRINT AND RETAIN THIS COMMUNICATION**

Please note that the Bacs Processing Service will be closed on the following bank/public holidays and therefore no submissions will be accepted on:

**Monday 26<sup>th</sup> December 2011, Tuesday 27<sup>th</sup> December 2011, Monday 2<sup>nd</sup> January 2012**

Friday 23<sup>rd</sup> December 2011 normal service hours will apply until close of business on that day.

You can make submissions up to 30 days prior to the processing date and you are encouraged to do so during this busy period. Please note that the very latest date to make submissions to ensure payments are made in 2011 is Wednesday 28<sup>th</sup> December 2011, bearing a processing date 29<sup>th</sup> December 2011.

The processing cycles for Bacs Processing dates from Wednesday 14<sup>th</sup> December 2011 to Wednesday 4<sup>th</sup> January 2012 inclusive are as follows:

<b>Input Date Day 1</b>	<b>Processing Date (Julian Date) Day 2</b>	<b>Entry Date Day 3</b>
Wednesday: 14/12/2011	Thursday: 15/12/2011 (349)	Friday: 16/12/2011
Thursday: 15/12/2011	Friday: 16/12/2011 (350)	Monday: 19/12/2011
Friday: 16/12/2011	Monday: 19/12/2011 (353)	Tuesday: 20/12/2011
Monday: 19/12/2011	Tuesday: 20/12/2011 (354)	Wednesday: 21/12/2011
Tuesday: 20/12/2011	Wednesday: 21/12/2011 (355)	Thursday: 22/12/2011
Wednesday: 21/12/2011	Thursday: 22/12/2011 (356)	Friday: 23/12/2011
Thursday: 22/12/2011	Friday: 23/12/2011 * (357)	Wednesday: 28/12/2011
Friday: 23/12/2011	Wednesday: 28/12/2011 ** (362)	Thursday: 29/12/2011
Wednesday: 28/12/2011	Thursday: 29/12/2011 (363)	Friday: 30/12/2011
Thursday: 29/12/2011	Friday: 30/12/2011 (364)	Tuesday: 03/01/2012
Friday: 30/12/2011	Tuesday: 03/01/2012 (003)	Wednesday: 04/01/2012
Tuesday: 03/01/2012	Wednesday: 04/01/2012 (004)	Thursday: 05/01/2012
Wednesday: 04/01/2012	Thursday: 05/01/2012 (005)	Friday: 06/01/2012

\* Transactions bearing a processing date of Friday 23<sup>rd</sup> December 2011 and addressed to accounts held at offices in Northern Ireland will be applied to accounts on Thursday 29<sup>th</sup> December 2011.

\*\* Transactions bearing a processing date of Wednesday 28<sup>th</sup> December 2011 and addressed to accounts held at offices in Northern Ireland will be applied to accounts on Friday 30<sup>th</sup> December 2011.

**Processing Date Accuracy**

To ensure that late or rejected payments do not occur, all personnel involved in creating the Bacs files should be made aware of the contents of this communication.

We strongly recommend that you obtain a copy of the BACS processing calendar for 2012. To obtain a copy please log on to <http://www.bacs.co.uk/BACS/BUSINESSES/RESOURCES/Pages/ProcessingCalendar.aspx>.

Finally, may we take this opportunity to wish you and your staff a Merry Christmas and a Happy New Year.