



BACS schedule – payments to CAPS

Employer name

Phone no.

Name appearing on BACS schedule
(if different to employer name)

Date BACS credit sent

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Address

Postcode

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Email address

Defendant/employee name	Case/Claim No.	Amount submitted
Grand total		

On the same day that you submit the payment via BACS to the bank, email this schedule to
ntonbacs@hmcts.gsi.gov.uk

The email should **quote Company Name in the subject heading**, this must match Remitters name in field 10 of the Payment details form (CAPSBACS2).

If you wish to produce your own version of the schedule it must contain the above information so that we can accurately process each payment – thank you.