

Our Ref JG/FH

Date As Postmark

Dear Sir/Madam

NOT A CIRCULAR LETTER

VERY IMPORTANT NOTICE TO FINANCIAL CONTROLLER

RE: PAYMENT OF INVOICES BY BACS

The enclosed payment has been made by cheque which is delaying the lodgement of cleared funds to your organisation because you have chosen not to be paid by **BACS**.

Lisburn City Council is committed to meeting the Government's electronic business targets whilst also improving the level of service provided to its customers. To assist in these matters we are actively promoting the payment of all customer invoices by **BACS**.

The use of **BACS** can reduce the payment cycle to our customers by as much as seven days. I am sure you will agree that the money is better in your bank account than ours!

You can remedy this situation for your next payment by providing the following details **NOW:-**

Bank/Building Society Name, Branch and Address:

Bank/Building Society Account Name and Number: _____

Bank/Building Society Sort Code Number: _____

Building Society Roll Number: _____

To confirm that we have received the correct Bank/Building Society account details it would be helpful if you would attach a copy of your company's paying-in slip.

Many thanks for your support with these endeavours.

Yours sincerely

J GILLANDERS
ASSISTANT DIRECTOR OF CORPORATE SERVICES