

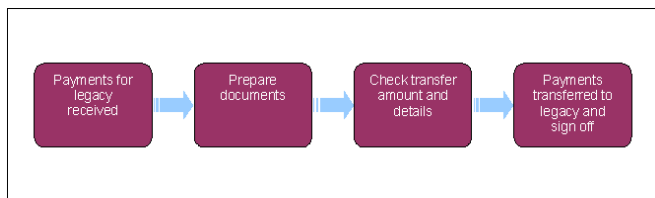


Payment - Make To 1993/2003 Scheme

This procedure explains the steps taken to transfer a payment from the 2012 scheme to the 1993/2003 system. This will be completed at team leader (TL) level within CFAT.

All deduction from earnings order (DEO) payments received by the Child Maintenance Group (CMG) following the introduction of 2012 scheme will be received initially by the 2012 system. This automatically allocates the payment amounts to the relevant paying parent account, but in instances where some or all of the paying parent's accounts are held on the Legacy systems, the system will transfer the remaining funds over to the relevant 1993/2003 system for allocation. A TL will make a daily enquiry in BaNCS to determine the amounts that are to be transferred to the 1993/2003 systems through Bankline. (BaNCS will transfer the amounts to be paid out by Legacy, the physical money transfer will be done manually through Bankline).

A locally produced template should be printed off and the amount to transfer input onto this. This will allow each part of the process to be checked by whichever TLs are performing them. Once each TL has completed their part, they will sign in the box next to that specific part of the process, they will then manually hand over the documents to the TL completing the next part of the process.



This procedure uses the terms receiving parent and paying parent.

The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.

Payments for 1993/2003 scheme received (system)



For payments received from HSBC, see Procedural Exceptions.

1. When the DEO file is received into BaNCS, the system will automatically allocate the payments to the relevant paying parent accounts.
2. The payments for 1993/2003 scheme will be put into the 2012 scheme employer account ready for transfer.



BaNCS produces a schedule of the following details:

- NRP's name
- Amount transferred for each NRP
- NRP reference number

BaNCS automatically sends this to the Child Maintenance Group (CMG); this will allow CMG to assign each individual payment to the correct paying parent account.

Prepare documents (team leader 1)

3. You need to perform a transaction enquiry on BaNCS to check the amounts to be paid have been correctly sent to the CMG. For more information refer to [BaNCS Enquiry](#).
4. Print off the locally produced template and input the amount to be transferred, as held on BaNCS.

5. Sign this part of the process off on the template and hand this to another team leader (TL) to check the amounts and authorise the payments.

Check transfer amount and details (team leader 2)

6. Check that the amounts and information are correct for transfer. If incorrect, pass back to the originating TL for correction.
7. If correct, sign off your part of the process on the proforma and pass the documents to a TL on another team to input the details onto Bankline.

Payments transferred to 1993/2003 scheme (team leader 3)

8. Log into Bankline.
9. Click on 'Enter an Interaccount Transfer (IAT)'.
10. Select the relevant accounts to transfer between.
11. Input the amount to be transferred and the date, (have a colleague check the amounts entered to confirm they are correct), once you have done this select **Enter**, the transfer is complete.
12. Sign off your part of the process on the proforma and pass the documents to another TL to check and sign that the process has been completed.

Sign off (team leader 4)

13. Check the amounts and details are correct, once you are satisfied, sign and date the documents.
14. File the documents away locally.



The documents are kept for at least one year before being moved to archive.

[Content Editor \[2\]](#)

Payments for 1993/2003 scheme received from HSBC (system)

1. When the DEO file is received into BaNCS, the system will automatically allocate the payments to the relevant paying parent accounts.
2. The payments for 1993/2003 scheme will be put into the 2012 scheme employer account ready for transfer.

BaNCS produces a schedule of the following details:

- NRP's name
- Amount transferred for each NRP
- NRP reference number

BaNCS automatically sends this to the Child Maintenance Group (CMG); this will allow CMG to assign each individual payment to the correct paying parent account.

Prepare documents (team leader 1)

1. You need to perform a transaction enquiry on BaNCS to check the amounts to be paid have been correctly sent to the CMG. For more information refer to [BaNCS Enquiry](#).
2. Print off the locally produced template and input the amount to be transferred, as held on BaNCS.
3. Sign this part of the process off on the template and hand this to another team leader (TL) to check the amounts and authorise the payments.

Check transfer amount and details (team leader 2)

1. Check that the amounts and information are correct for transfer. If incorrect, pass back to the originating TL for correction.
2. If correct, sign off your part of the process on the proforma and pass the documents to a TL on another team to input the details onto Bankline.

Payments transferred to 1993/2003 scheme (team leader 3)

1. Log into HSBCnet, select the **More** tab, then select **Payments**.
2. Select **Priority**.

3. Select the **Payment** template **FS Employer Transaction To Legacy**, this displays the screen for the payment transfer, the relevant accounts for the transfer will be automatically populated.
4. Input the amount to be transferred and the date, (have a colleague check the amounts entered to confirm they are correct), once you have done this select **Enter**, the transfer is complete.
5. Sign off your part of the process on the proforma and pass the documents to another TL to check and sign that the process has been completed.

Sign off (team leader 4)

1. Check the amounts and details are correct, once you are satisfied, sign and date the documents.
2. File the documents away locally.

The documents are kept for at least one year before being moved to archive

[BaNCS Enquiry](#)

[Payment - Manually Allocate](#)

[Terminology Changes](#)