

# Bacs File Format

Bacs field	Format	Mandatory completion	Starting character position
Destination sort code	Numeric (6)	Yes	1
Destination account number	Numeric (8)	Yes	7
Destination account type	Numeric (1)	No	15
Bacs code*	Numeric (2)	Yes (Collections only)	16
Debit sort code	Numeric (6)	No	18
Debit account number	Numeric (8)	No	24
Free format text	Alphanumeric (4)	No	32
Amount (Entered in pence)	Numeric (11)	Yes	36
Originator name	Alphanumeric (18)	No	47
Payment or collection reference**	Alphanumeric (18)	Yes (Collections only)	65
Destination account name	Alphanumeric (18)	Yes	83
Processing date	Numeric (6)	No	101

## Bacs valid character set

A through Z

0 through 9

The following symbols

/	-	.	&	Space
---	---	---	---	-------

Each line in the Bacs file format must be 100 or 106 characters in length. The Processing date field is ignored by Business Internet Banking (BIB), however it will not cause the file to reject if it is present.

Each field shown in the table above (with the exception of the Processing date) must be present and must start on the specified character position. The Mandatory completion column indicates whether each field must be populated with data or simply filled with spaces.

\*The **Bacs code** represents the type of transaction you are submitting. Below is a list of codes and their meanings:

99 Payment

01 First Direct Debit collection

17 On-going Direct Debit collection

18 Re-presented Direct Debit collection

19 Final Direct Debit collection

\*\*The **Collection Reference** field must be completed with the **Direct Debit Mandate Reference** for each debtor. This is a reference provided by the debtor and is between six and 18 characters long.

For a payment file, any line where the reference contains the word 'CONTRA' is ignored.

You can get this in Braille, large print or audio by calling 0800 400 100\* (via Text Relay if appropriate) or by ordering online from [barclays.co.uk/accessibleservices](http://barclays.co.uk/accessibleservices)

\*Lines are open 7 days a week, 7am to 11pm. To maintain a high quality of service we may monitor or record phone calls.

Barclays is a trading name of Barclays Bank PLC and its subsidiaries. Barclays Bank PLC is registered in England and authorised and regulated by the Financial Services Authority (FSA No. 122702). Registered Number is 1026167 and its registered office 1 Churchill Place, London E14 5HP.  
Item Ref: 9911326. March 2012.

## Examples of acceptable file structures

3000001234567809920000022221111 0000000020XYZ LTD JANUARY WAGES SMITH JOHN

3000001234567809920000022221111 0000000020XYZ LTD INVOICE NO 310 MR J SMITH 230709