

### Contractor charging – cheque payment remittance process

1. First of every month, open new Remittance Statement (template held within Employment vetting Folder)
2. Complete column H ONLY with the total amount of cheque payments received - n.b. **always** record using the minus symbol. i.e. -£700.00
3. Take a screen shot of the section of the IRS Master charging spreadsheet for the period (held within Employment vetting Folder) <sup>1</sup>
4. Take cheques to a Nat West branch and pay in to sort code 60 60 06, a/c number 14751976 – The OPCC for Leicestershire Police Fund Account. Obtain receipt from bank.
5. Income Remittance Statement compiled by Force Senior Vetting Officer - Email the completed income remittance statement (IRS), receipt (scanned) and IRS Master to **Shaurene Farrell 8673 in Finance Services, Accounts at FHQ**
6. Save a copy of the Remittance Statement to the Contractor charging folder (held within Employment Vetting Folder) as “remittance statement 09 2016” etc., confirming which branch the cheques were paid in at.

### Contractor charging – BACS remittance process

BACS, Bank details:

NatWest Bank PLC

Hinckley Road Branch, 7 Hinckley Road, Leicester, LE3 0TQ

The OPCC for Leicestershire Police , Police Fund Account

Account No. 14751976 Sort Code: 60-60-06

IBAN – GB39NWBK60600614751976

Swift – NWBKGB2L

VAT Reg No. 182 0611 34

1. Contractors should ensure that the BACS reference used is captured in the payment details on page 2 of the Security Vetting form before submission and where possible, should be accompanied by a screen shot or print out of the payment confirmation.
2. The Customer Reference used should include the Company name and name/s of the individual being vetted. Eg. ABC Ltd, Smith, Jones, Brown

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<sup>1</sup> Records the number and total of cheques that have been paid into the police account

3. On a weekly basis **Shaurene Farrell 8673 in Finance Services**, Accounts at FHQ will email details of all BACS payments received to:  
[VettingManagers@leicestershire.pnn.police.uk](mailto:VettingManagers@leicestershire.pnn.police.uk)
4. Payments will be reconciled against the Contractor applications received and which are pending payment receipt.
5. The IRS Master spreadsheet and the Cyclops record will be annotated with payment receipt details and the application will be processed through to vetting checks.