

Bacs Accredited Direct Debit Training Course

Example Agenda & Timings

10.00	Direct Debit Background and Overview
	Direct Debit Benefits
	Payer Authority (Direct Debit Instruction)
11.15	Break
11.30	Paperless Direct Debit
	Setting up the Direct Debit (Lodgement)
12.45	Lunch
1.45	Advance Notice
	The Collection Process
	Bacs Reports
3.00	Break
3.15	Things to look out for
	Exceptional Events and Errors
3.45	Questions
4.00	Close