



A guide to Direct Bank Transfer (DBT)



What is a Direct Bank Transfer?

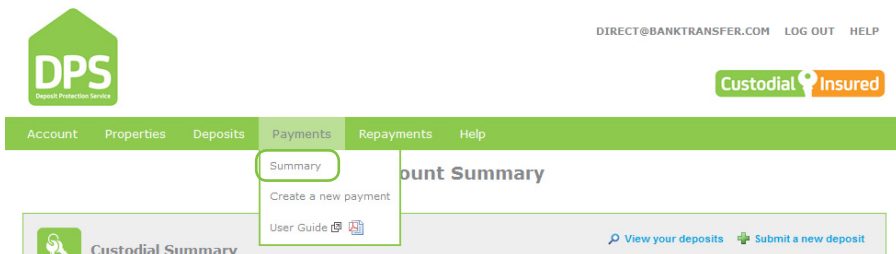
Direct Bank Transfer (DBT) is the most efficient method of submitting deposit funds to The DPS. By submitting deposit information online and then paying by DBT, you will be able to complete deposit submission completely electronically - no more forms and no more cheques!

Step 1

Paying funds into your DBT account

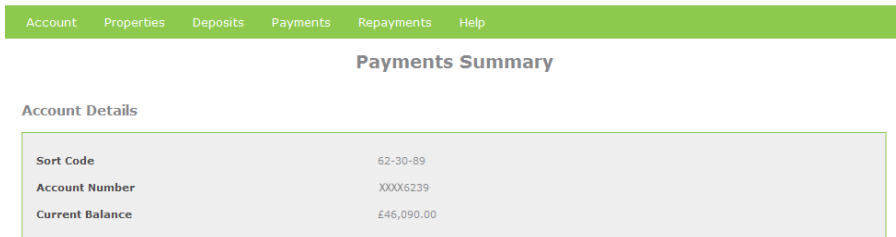
The most important part of the process is making the payment to us from your online banking provider. When you register with the DPS, you are assigned a unique set of DBT account details which you can use to make payments into your DBT account. This set of payment details are only ever used in relation to your DPS account so for this reason it is important to take great care to enter the details correctly when sending a payment. If your banking provider permits the saving of payment details, then we would encourage you to do so as any future DBT payments will be required to be made to the same sort code and account number. By saving the details, you will ensure that funds always reach your DPS account as quickly as possible.

You can locate your unique sort code and account number by selecting 'Summary' from the 'Payments' menu tab.



The screenshot shows the DPS website interface. At the top right, there are links for DIRECT@BANKTRANSFER.COM, [LOG OUT](#), and [HELP](#). Below these is a **Custodial Insured** badge. The main navigation bar includes [Account](#), [Properties](#), [Deposits](#), [Payments](#), [Repayments](#), and [Help](#). The **Payments** menu is open, showing options for [Summary](#), [Create a new payment](#), and [User Guide](#). The **Summary** option is highlighted with a green box. Below the navigation bar, there is a **Custodial Summary** section with links for [View your deposits](#) and [Submit a new deposit](#).

The account details will be displayed at the top of the page.



The screenshot shows the **Payments Summary** page. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a **Account Details** section with the following information:

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

When making a payment to your DBT account, it is advisable to include your landlord ID as the payment reference; this will allow us to identify any payments in the event that payments are received to incorrect or incomplete details. If the payment you are making relates to a specific batch then you can also include these details in the reference.

Name of payee:

Payment description:

Payee sort code: - -

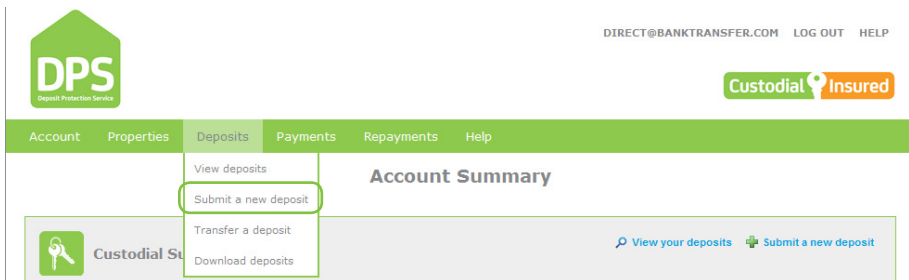
Payee account number:

Amount: £ . p **Payment limits**

Step 2

Submitting deposit information.

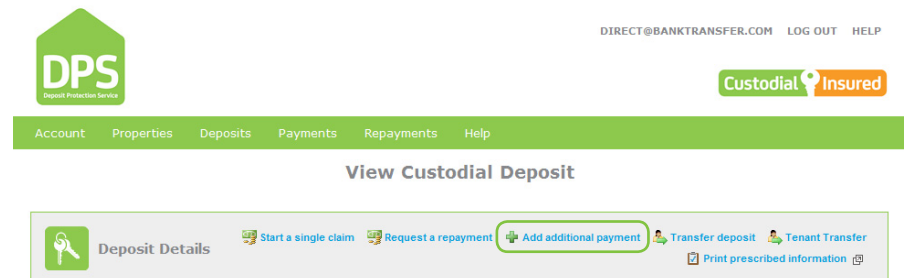
You can submit new deposit details by selecting 'submit a new deposit' from the 'deposits' menu:



The screenshot shows the DPS web interface. At the top right, there are links for DIRECT@BANKTRANSFER.COM, [LOG OUT](#), and [HELP](#). Below these is a **Custodial Insured** badge. A navigation bar contains [Account](#), [Properties](#), [Deposits](#), [Payments](#), [Repayments](#), and [Help](#). The **Deposits** dropdown menu is open, showing options: [View deposits](#), [Submit a new deposit](#) (highlighted with a red box), [Transfer a deposit](#), and [Download deposits](#). The main content area displays **Account Summary** with a **Custodial Su** logo and a [View your deposits](#) link, and a [Submit a new deposit](#) button.




If you wish to add funds to an existing deposit, you can also add additional funds by firstly locating the deposit by selecting 'View deposits' from the 'Deposits' menu.

Once you have found the relevant deposit, you can add a further payment by selecting 'add an additional payment to this deposit' from the deposit summary:



The screenshot shows the 'View Custodial Deposit' page. At the top right, there are links for DIRECT@BANKTRANSFER.COM, [LOG OUT](#), and [HELP](#). Below these is a **Custodial Insured** badge. A navigation bar contains [Account](#), [Properties](#), [Deposits](#), [Payments](#), [Repayments](#), and [Help](#). The main content area displays **View Custodial Deposit** with a **Deposit Details** logo and a [Start a single claim](#) button, a [Request a repayment](#) button, a [Add additional payment](#) button (highlighted with a red box), a [Transfer deposit](#) button, and a [Tenant Transfer](#) button. There is also a [Print prescribed information](#) link.

When you have submitted the deposit information or added a payment to an existing deposit and clicked 'Finish', you will be presented with a payment option for 'Direct Transfer'. Select this option if you wish to use DBT.

 <p>Direct transfer</p> <p>If you choose to pay by direct bank transfer you will be presented with instructions on what to do next. Please note we cannot accept CHAPS or over the counter payments.</p>	 <p>UK debit card</p> <p>Please note we cannot accept payment by credit card, you may be charged by your bank if you attempt to use a credit card to pay.</p>	 <p>Cheque</p> <p>If you choose to pay by cheque you will be presented with instructions on what to do next, including a printable form which you should attach to your cheque before sending.</p>
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After confirming your payment method as DBT, you will be presented with a screen detailing your own unique payment account details.

Select the relevant deposit that you wish to pay by DBT from the list shown and click 'Next'

Step 1 of 4: Select Deposits



Please select the deposits you would like to include for this payment. Alternatively you can [submit a new deposit](#).

Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

Select Deposits

	Property Address	Deposit ID	Value
<input type="checkbox"/>	37 GREYLANDS ROAD	13002915	£700.00
<input checked="" type="checkbox"/>	37 GREYLANDS ROAD	13003278	£600.00



If you have already made a DBT payment and you have sufficient funds within your 'Current Balance' to cover the deposit(s) you wish to pay for, select 'Pay by deducting £xxx.xx from my current balance'. If you do not have sufficient funds to cover the deposit(s) and you need to make a payment by DBT select 'I will make a bank transfer for the amount £xxx.xx'.

You will then be asked to enter a reference for your payment before continuing. It is advisable to name your payments with something which is memorable to you in order for you to identify payments at a later date. The reference you enter will not be used by The DPS, it is for your reference only.

Payment Details

Payment Method *	<input type="radio"/> Pay by deducting £600.00 from my current balance
	<input checked="" type="radio"/> I will make a bank transfer for the amount £600.00
Reference *	<input type="text" value="13003276"/>

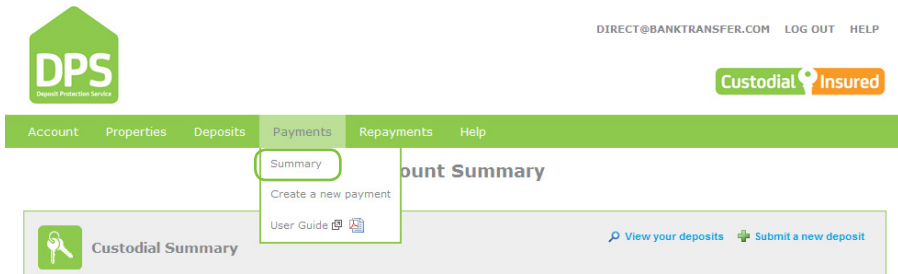
[Cancel](#) [Previous](#) [Next](#)

Once you have selected your 'Payment Method' and provided a 'Reference' for your payment click 'Next' and 'Finish'. You will then be advised what happens next.

Step 3

Allocating funds

If you have made your DBT payment and you now wish to allocate the funds to a payment you have already created, select 'Summary' from the 'Payments' menu tab.



Any 'Pending Payments' will be shown at the top of the page. You can then select the relevant payment you wish to allocate funds to:

Payments Summary

Account Details

Sort Code	62-30-89
Account Number	XXX6239
Current Balance	£46,090.00

Pending Payments

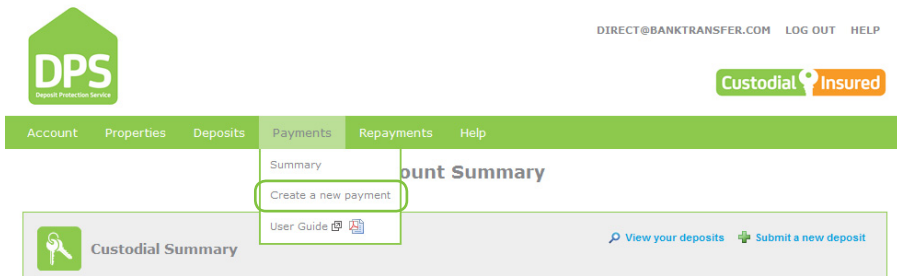
Reference	Deposits	Value	Created Date
13003278	1	£600.00	25-09-2014

Once you have selected the relevant payment, you can allocate the funds by clicking on 'Allocate Funds' which is shown at the top of the page.

Step 4

Creating a payment

If you wish to create a new payment for deposits you have already submitted details for, select 'Create a new payment' from the 'Payments' menu tab.



The screenshot shows the DPS web application interface. At the top right, there are links for 'DIRECT@BANKTRANSFER.COM', 'LOG OUT', and 'HELP'. Below these is a 'Custodial Insured' badge. The main navigation bar includes 'Account', 'Properties', 'Deposits', 'Payments', 'Repayments', and 'Help'. The 'Payments' menu is open, showing options for 'Summary', 'Create a new payment' (highlighted with a red box), and 'User Guide'. Below the navigation bar, there is a 'Custodial Summary' section with a key icon and links for 'View your deposits' and 'Submit a new deposit'.

You will be provided with a list of deposits that are currently awaiting payment. Select the relevant deposits that you wish to add to your new payment.

Step 1 of 4: Select Deposits



Please select the deposits you would like to include for this payment. Alternatively you can [submit a new deposit](#).

Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

Select Deposits

<input type="checkbox"/>	Property Address	Deposit ID	Value
<input type="checkbox"/>	37 GREYLANDS ROAD	13002915	£700.00
<input checked="" type="checkbox"/>	37 GREYLANDS ROAD	13003278	£600.00



If you have already made a DBT payment and you have sufficient funds within your 'Current Balance' to cover the deposit(s) you wish to pay for, select 'Pay by deducting £xxx.xx from my current balance'. If you do not have sufficient funds to cover the deposit(s) and you need to make a payment by DBT select 'I will make a bank transfer for the amount £xxx.xx'.

You will then be asked to enter a reference for your payment before continuing. It is advisable to name your payments with something which is memorable to you in order for you identify payments at a later date. The reference you enter will not be used by The DPS, it is for your reference only.

Create A New Payment

Step 1 of 4: Select Deposits

Select Deposits > Payment Method > Review > Complete

Please select the deposits you would like to include for this payment. Alternatively you can [submit a new deposit](#).

Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

Select Deposits

<input type="checkbox"/>	Property Address	Deposit ID	Value
<input type="checkbox"/>	37 GREYLANDS ROAD	13002915	£700.00
<input checked="" type="checkbox"/>	37 GREYLANDS ROAD	13003278	£600.00

Once you have selected your 'Payment Method' and provided a 'Reference' for your payment click 'Next' and 'Finish'. You will then be advised what happens next.

Step 5

Automatic allocation

In order to make the DBT process run as smoothly as possible, we try to allocate funds paid into your DBT account automatically. We are only able to allocate funds automatically when the funds are received for the exact same value as the payment which has been set up.

If there are multiple pending payments set up, we will only allocate the funds automatically if the funds are received in the same order as the pending payments were set up. For this reason, we would advise that you transfer the funds as soon as possible after setting up any new payments.

If you have submitted funds to us and you have not received confirmation that your deposits have been secured, you can check to see if the funds have been received and not allocated by checking your account balance and see details of any pending payments in the 'Payments' summary:

Payments Summary

Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

Pending Payments

Reference	Deposits	Value	Created Date
13003278	1	£600.00	25-09-2014

Step 6

Removing or editing payments

If you need to edit or remove a payment for any reason, you can do so by selecting the payment from the payment summary screen.

Payments Summary

Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

Pending Payments

Reference	Deposits	Value	Created Date
13003278	1	£600.00	25-09-2014

Once you have selected your payment, you have option to either edit or delete the payment.

View Payment



Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

If you are editing a payment, please ensure that you follow through all four steps of the process and click 'Finish' to confirm your amends:

Edit Pending Payment

Step 2 of 4: Payment Method



Account Details

Sort Code	62-30-89
Account Number	XXXX6239
Current Balance	£46,090.00

Payment Details

Payment Method *	<input type="radio"/> Pay by deducting £650.00 from my current balance <input type="radio"/> I will make a bank transfer for the amount £650.00
Reference *	<input type="text" value="13003278"/>



We have tried to cover all areas of the DBT process in this guide, however, if you do have any further questions please submit them using the [Online Form](#).

www.thedpsblog.com

www.twitter.com/the_dps

www.depositprotection.com



The home of deposit protection