

Bulk Payments Service

Step-by-Step User Guide.

The Bulk Payments Service is available via Online for Business. It is a simple, convenient and secure way to make regular payments such as wages, expenses and supplier payments. The service is ideal for small and medium-sized businesses that wish to make up to 25 payments in one batch.

Once you have agreed a limit (similar to an overdraft limit) with your Relationship Manager, you can set up the bank account details of everyone you wish to pay, as well as the dates and amounts of payments.

This quick-reference user guide walks you through the key steps required to make Bulk Payments.

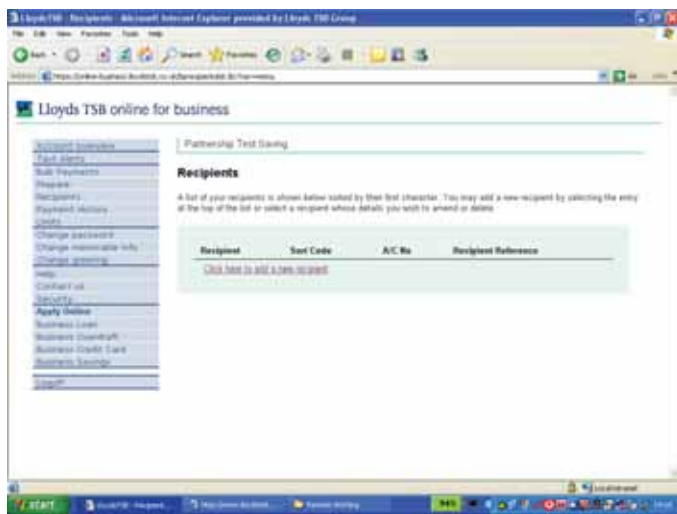
Step 1: Applying for a Bulk Payment limit

Before making your first Bulk Payment you will be asked to apply for a limit to use the service. You can do this by applying online or talking to your Relationship Manager.

Step 2: Adding a new payment recipient N.B. please see Building Society section for adding a building society recipient

Once your limit is agreed you are ready to set up your payments. Log on to Online for Business and select the 'Bulk Payments' option from the left-hand menu. You will be taken to the 'Recipients' screen where you can add a recipient to your bulk payments list.

Click on the 'Click here to add new recipient' link to continue.

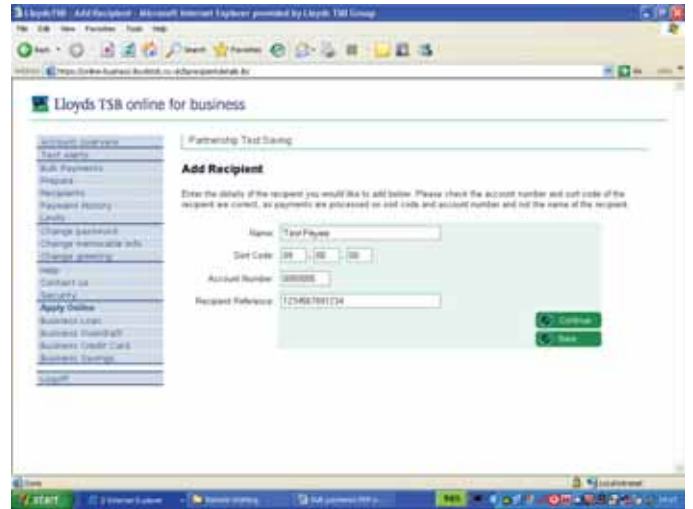


Building society account details

Care needs to be exercised when making payments to a building society as often they use another bank to collect funds. In this case all payments are made to one account and the only way separate individual payments is by the reference number, usually the account number of the recipient at the respective building society.

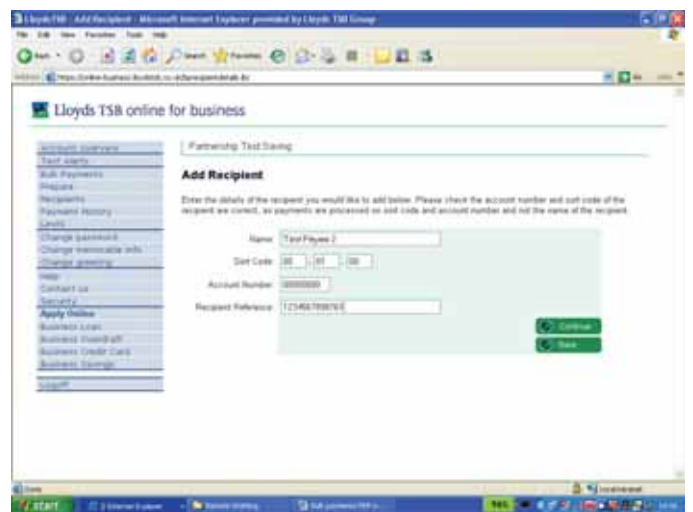
If you are inputting building society account details with a sort code, an eight digit account number and a reference/roll number (11-13 digits) then you should enter the details as follows:

Example 1



If you are inputting building society account details with a sort code and a reference/roll number (11-13 digits), then please input this number in the recipient reference box and populate the account number box with eight zeros.

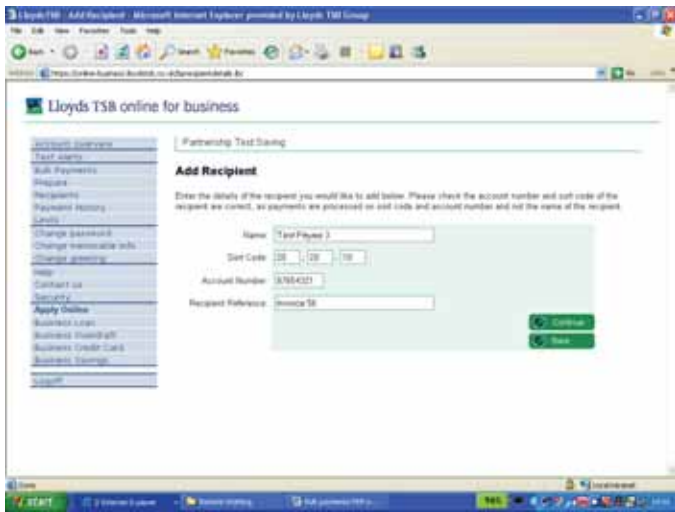
Example 2



Step 3: Entering the recipient's details

On this screen you need to complete the recipient's name and account details. The recipient reference will appear on their bank statement as a description of the payment.

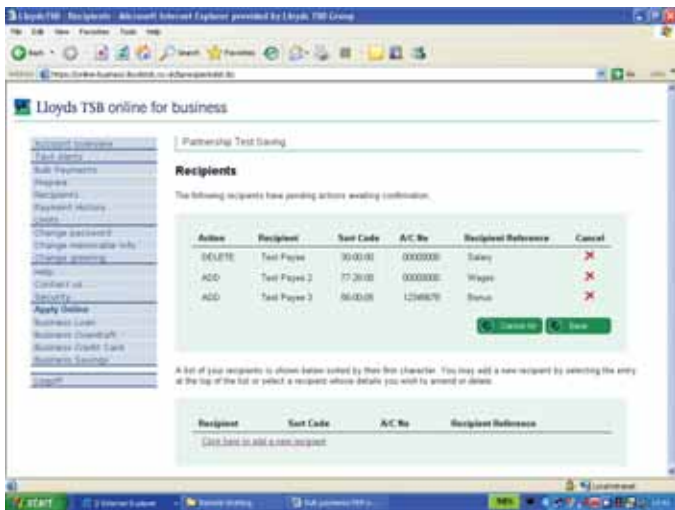
When you have completed the details click on the 'Continue' button.



Step 4: Reviewing your list of recipients

You will be taken to the summary page that shows which recipients have been added, amended or deleted.

Click 'Save', and then type in your password; all changes will be immediately applied.

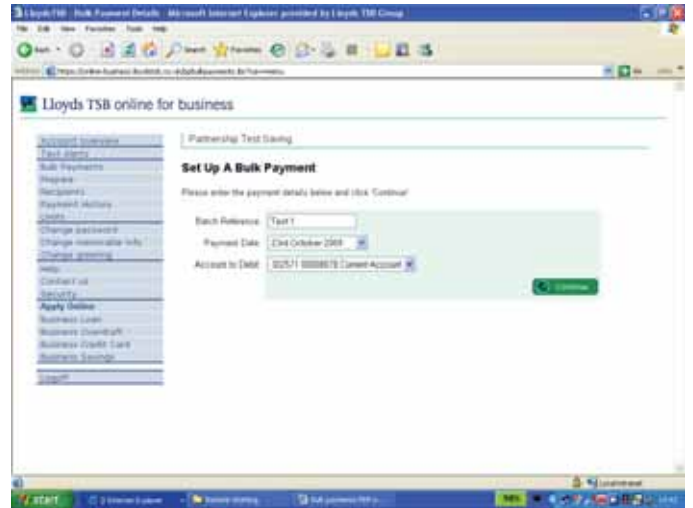


Step 5: Setting up a Bulk Payment

Once you have created a list of recipients you are ready to make your first Bulk Payment.

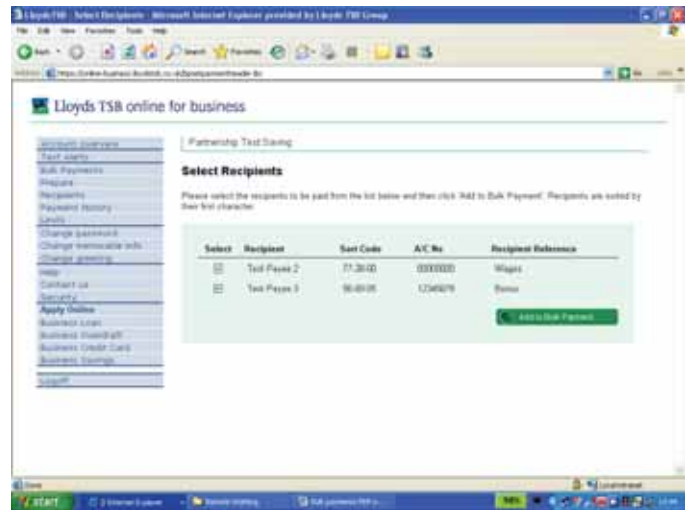
Select 'Bulk Payments' from the left-hand menu and you will be taken to the 'Set up a Bulk payment' page.

Here you can give the batch a reference, such as wages or expenses for example, and assign a payment date. Select the account you wish to debit from the drop down box and then click the 'Continue' button. On the next screen you will add the recipients to the batch.



Step 6: Selecting your recipients

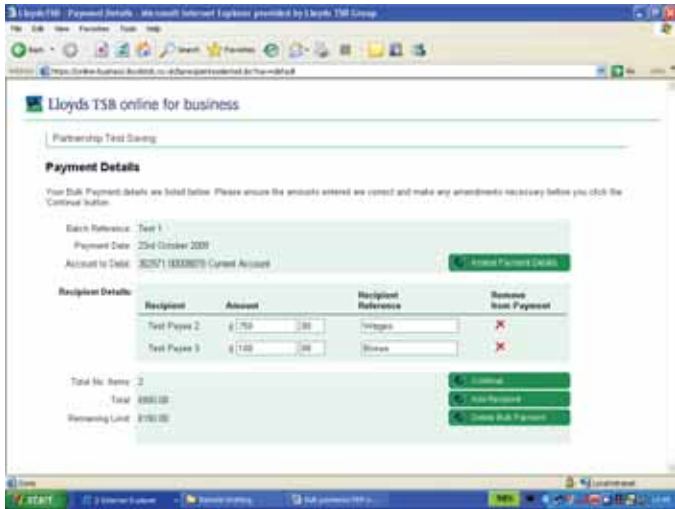
Select the recipients you wish to add to the batch by using the check boxes. On the next screen you will be able to complete the payment amounts.



Step 7: Selecting the value of each payment

Complete the payment amounts for each recipient. Information at the bottom left of the screen gives a running total of payments in the batch, and shows how much of your limit is available for use.

When you are ready to proceed click the 'Continue' button. You will be asked to confirm the transaction by entering your password.



Step 8: Success

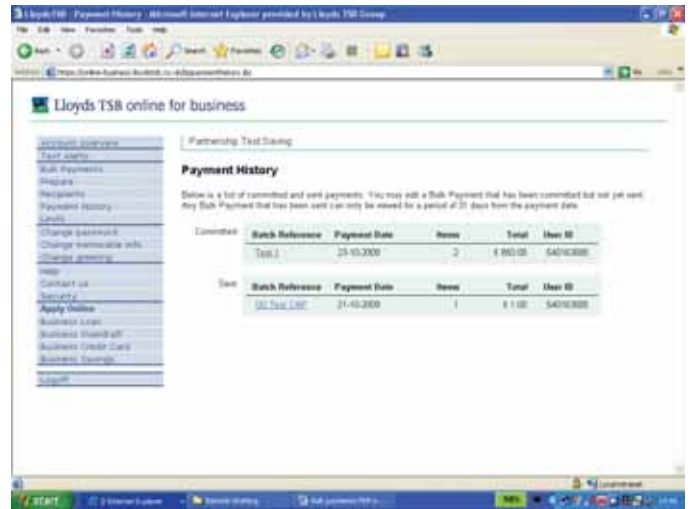
The system will store your payment details for 31 days following the payment date. Please use the 'Print' button to print a copy for your records.



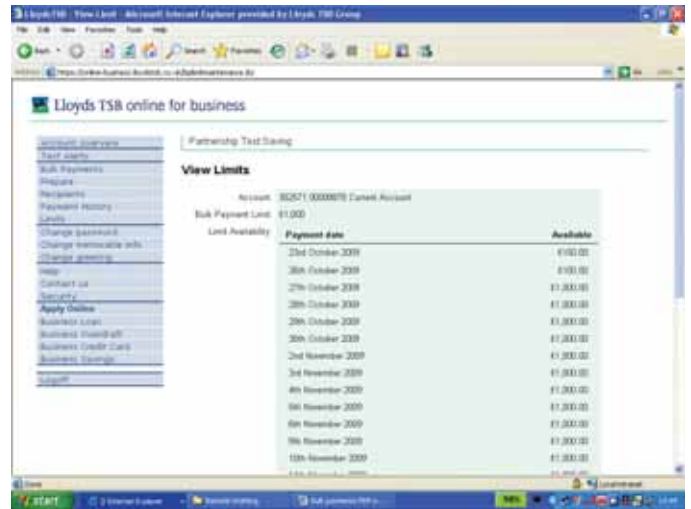
Other features

Payment History

You can select Payment History from the left-hand menu to view any pending payments. Click on the 'Batch Reference' name to view the details, and amend or cancel the payments.



View Limits



Select 'Limits' from the left-hand menu to see details of previous payments and your available Bulk Payments limit.

Please contact your business team or branch if you'd like this in Braille,
large print or on audio tape.

www.lloydstsb.com/business

We accept calls made through RNID Typetalk.

Calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

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