BUSINESS CASE WHITEPAPER · FND-024

Bank switch preparation

Know which payments need attention before you switch trading accounts.



The decision

A bank switch affects several payment relationships owned by different people.

What the fee buys

We build a migration schedule for one trading account, including up to 20 incoming or outgoing payment relationships. The applicant controls submission and the provider decides whether to open the account.

When to commission

Buy before the changeover if missing a payment relationship would create avoidable reconciliation work.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk

SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

A customer pays by standing order while a supplier takes a direct debit.

In this illustrative case

Assign the customer notice and supplier mandate check separately and record when each change is confirmed.

Inputs and ownership

List up to 20 incoming or outgoing payment relationships, their owners and important payment dates.

1. Inventory payment relationships
2. Sequence notices and authorisations
3. Plan continuity checks

Using the handover

Use the schedule to check dependencies and decide what to verify before closing the old account.

An alternative to buying

Use an existing migration checklist if all relationships and dependencies are already known.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk

INVESTMENT AND EVALUATION

Test the case before approving spend

£349 GBP · one-time catalogue fee excluding applicable VAT

Full cost to the buyer

Government, agent, address and bank charges are separate where applicable. Include the cost of preparing inputs, reviewing the output and implementing any subsequent changes.

A time-only comparison

At an illustrative £40 per staff hour, the fee alone equals 8.72 hours. Replace £40 with your own fully loaded hourly cost. Divide the full incremental cost by that rate to find your break-even hours. Count only effort you can reasonably avoid. This illustration predicts no saving.

What to measure

Measure the share of affected relationships with an owner, change instruction and confirmation date. Record a baseline before work begins. Use the same scope and definition at follow-up, and note changes outside this service.

Timing and dependencies

Pay upfront at the external checkout. You can prepare immediately. We track clearance and start intake when payment clears, which can take up to seven business days depending on the payment system. The estimate after start and receipt of complete inputs is 3–7 working days for our work. Provider and applicant waiting time is additional.

Approval test

Buy before the changeover if missing a payment relationship would create avoidable reconciliation work. Assign an owner for the handover and a date for checking the measure. If the inputs or owner are missing, defer the purchase.

Basis: Routine Works service specification FND-024, GBP catalogue fee and an illustrative working case. View service scope.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk