



## Business Quick Deposit Pay In Guide

Business Quick Deposit is a fast, secure way to deposit your business cash and cheques. All you need to do is follow the instructions detailed below and drop your wallet(s) off in the Automated Deposit Unit at your branch.

### 1. Cash Presentation



**Straighten/flatten  
all notes**



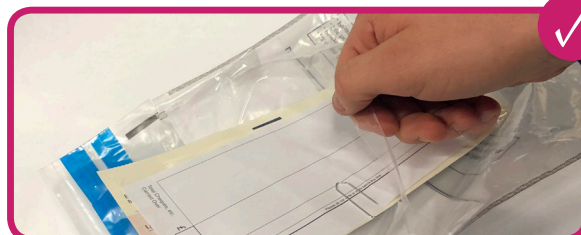
**Place coin into  
sachets**

The product is aimed at deposits of a maximum of £10,000 of mixed notes and no more than £60 of mixed coin. This will prevent the wallet from being damaged in transit and keep the contents safe and secure.

### 2. Cheque(s) and Bank Giro

Your bank giro and cheque(s) should be placed in the compartment on the reverse of the wallet as shown below after completing section 3 of this guide.

Notes	£	p
£50	7	00
£20	28	00
£10	23	00
£5	1	00
£2	3	00
<b>TOTAL CASH</b>	<b>252</b>	<b>35</b>
<b>Cheques</b>	<b>100</b>	<b>00</b>
<b>Total</b>	<b>352</b>	<b>35</b>



### 3. Preparing your Wallet

**Customer Details**

Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account: \_\_\_\_\_

Bank Giro Credit Serial No: \_\_\_\_\_

**Cash Breakdown - please complete for all deposits**

£	p
£1000	
£200	
£100	
£50	
£20	
£10	
£5	
£2	
<b>Total Cash</b>	

**Business Quick Deposit**

All notes and coin should be sealed inside the wallet.  
Please keep notes flat, secured with a band. (No staples or paperclips please).  
For health and safety reasons, these wallets are not designed for heavy coin deposits.  
Please place completed credit slip (plus any cheques) in the pocket on reverse.

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Ensure you fully complete the Customer Details section on the outside of the wallet and the cash breakdown as it appears on your pre-printed bank giro slip

Continue to follow the Paying In Instructions on the wallet to ensure you get the best out of the service

### 4. Paying In

Your sealed wallet(s) should be taken to your local Natwest or RBS branch and dropped in the Automated Deposit Unit where you will be supplied with a printed receipt. This will save valuable queuing time. If a unit is not available you can also use a counter.

Wallets paid in before 3.30pm will be processed that day for the value of cash and will start the cheque clearing cycle. Any wallets paid in after this time will be processed on the next working day.

You can obtain a supply of wallets and coin sachets from your local branch. It is recommended that you provide 24 hours notice if more than 10 wallets are required.

