

# Preparing Your Banking Bank To You Pay® In Guide

Cash Limits: £15,000 per collection

### Please do:

- Straighten/flatten all notes
- Band notes into denominations
- Place coin into sachets
- 'Brick' together banded notes
- Place any loose notes on top, finish with a paying in slip and secure using 2 elastic bands
- If depositing more than 1 smaller credit per bag use an elastic band to secure the monies to the associated credit

## **Please don't:**

- Fold or roll notes
- Use staples or paper clips
- Use excessive packaging
- Place notes loose in Security Carrier Bags
- Place coin loose in Security Carrier Bags
- Place more than 250 in no more than 15 sachets in coin in your remittance
- Exceed cash limit of 15,000 per collection in no more than 2 bags

#### Notes per band

 $£50 \times 50 = £2,500$ 

 $\pounds 20 \times 50 = \pounds 1,000$ 

 $£10 \times 100 = £1,000$ 

 $£5 \times 100 = £500$ 

Coins per sachet

 $\pounds 2 \times 10 = \pounds 20$   $\pounds 1 \times 20 = \pounds 20$   $50p \times 20 = \pounds 10$   $20p \times 50 = \pounds 10$   $10p \times 50 = \pounds 5$   $5p \times 100 = \pounds 5$  $2p \times 50 = \pounds 1$ 

 $1p \times 100 = £1$ 

Place all odd coins in a single sachet

#### **Paying in slips**

Please fill in all boxes including denomination totals and the overall total. Cash and cheques should go onto separate paying in slips.

Please note: The Bank reserves the right to make an additional charge to customers who don't adhere to these guidelines which are referenced in clause 6.4 of the Bank To You® product terms and conditions.

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