

# Preparing Your Banking



## 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



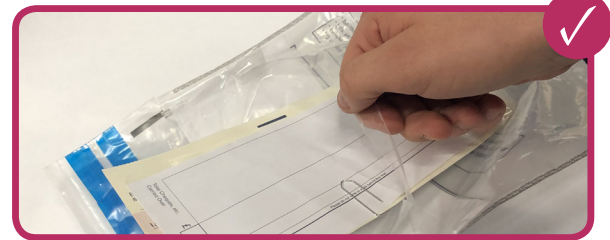
Place coin into sachets

The product is aimed at average deposits of between £1,500 and £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 £50	3000
£10	2000
£5	
Coins £1	25
20p	
10p	
5p	
Total Cash	5025
Cheques, etc	100
Total	5125



### 3. Preparing your Wallet

Customer Details		Cash Breakdown - please complete for all deposits	
Name	£10000	£20	
Sort Code	£10	£5	
Account	£5	Coins	Coins
Bank Giro Credit Serial No.		Total Cash	Total Cash

**a** 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

**b** 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.

