

# Pay in Guide

## How to deposit cash and cheques

### Notes

- Straighten/flatten and unfold all notes. Remove any staples/ paperclips.
- Separate notes into Manx, Bank of England and Provincial (Scottish, Irish, Channel Islands & Gibraltar), by denomination and place in appropriate paper band.
- Full bundles of notes should not be mixed.
- Stack odd notes (any notes that don't fit in a full bundle) with the lowest value at the top separating each denomination with a single elastic band.

Notes per band
£50 = £2,500
£20 = £1,000
£10 = £1,000
£5 = £500
£1 = £100

### Coins

- Sort coins into denomination and place into a small coin bag. Do not use paper bags!
- Please separate Manx £1 coins from 12 sided as these weigh different.
- If there are only a few of each coin, these can go in the same coin bag.
- If there are more than 5 full small coin bags they will need to be placed in a bulk coin bag, please write the customer name, seal number (if there is a seal with the credit) and the credit slip number on the bulk coin bags.

Coins per small bag	Bulk coin bags
£2 = £20	£2 = £500
£1 = £20	£1 = £500
50p = £10	50p = £250
20p = £10	20p = £250
10p = £5	10p = £100
5p = £5	5p = £100
2p = £1	2p = £20
1p = £1	1p = £20

### Cheques

- Remove all staples, pins and paperclips.
- List and total all cheques on the reverse of the credit voucher (a machine listing is acceptable for large volumes i.e. 15 or more).
- Only 150 cheques per credit.
- Record the number of cheques in the 'items box' on the front of the credit slip. Place into the same pocket as the credit voucher. This separates the credit from the cash.

## Preparing a G4S seal bag

- Place cash, cheques and credit slip into the deferred bag, ensuring only cash is placed in the cash pocket and everything else is placed in the cheque pocket.
- If including more than one credit in the seal, please use deferred bags to separate credits.
- Write the name of your company and the number of credits in the space provided on the left hand side of the seal bag. Write 'Cash Centre' as the delivery address on the right hand side of the G4S seal bag

## Filling in a Credit Voucher

- Write the amount of each denomination in the boxes provided
- Add up all denominations and write the total value of cash
- If you are paying in cheques write the total value of the cheques under the total cash box on the right hand side and number of cheques in the box on the left hand side.
- Add together your cash and cheque total and write the full amount in the final total in the box on the left hand side of the credit voucher.

For supplies of any stationery required, please contact the Cash Centre on tel: 01624 697773 or email [cashcentreiom@rbsint.com](mailto:cashcentreiom@rbsint.com)

## Stationery available:

Bands	Coin bags
£50 - £2,500	£2 - £500
£20 - £1,000	£1 - £500
£10 - £1,000	50p - £250
£5 - £500	20p - £250
	10p - £100
	5p - £100
	2p - £20
	1p - £20

Deferred bags  
Small coin bags  
Bulk coin bags

## Reminder

Any notes or coin that is no longer in circulation must be separated from normal banking.