

# Drop and Go Step by Step Guide

## Improving your cash and cheque deposit service.

Drop and Go service is a flexible, secure and quick method of depositing cash and cheques at your Barclays branch. Our Drop and Go wallets are simple to use and specially designed for businesses typically paying in up to £5000 and/or 20 cheques per transaction.

### **This service offers you the following benefits:**

- convenient and time saving – we provide you with a supply of wallets which can be dropped off in branch without the need to wait for cash to be counted
- secure – deposits are prepared on your own premises and placed into the self seal tamper evident wallets. Any wallets that appear to have been tampered with will be checked under the supervision of your representative. When the wallets are opened by Barclays, further checking is always carried out in the presence of two people
- same day value – deposits visible on your bank account on the day of deposit (subject to branch cut-off times – your branch can advise)
- discrepancy notification – in the event of a over value of £10, you will be contacted by telephone within 24 hours of processing and receive a letter of confirmation. Where we can't contact you by phone we will write to you. Cheques will be subject to normal clearance procedures

## **1. Completing the wallet**

- Complete the details in full on the front of the wallet to assist us in the event of a query or discrepancy. The person named as the point of contact should be the person who should be advised of any alteration or other issue relating to the credit
- Complete details on the tear off slip and retain as your receipt

## **2. Preparing your cash**

- Sort the cash into denomination order, count and place inside the wallet. The maximum value of cash should not normally exceed £5000
- Total the value of the cheques and list individual cheques on the reverse of the credit slip. The number of cheques should not normally exceed 20. Keep a record of the cheques paid in
- Please remove all computer sprocket/holes, staples and pins and ensure all cheques face the front and are the correct way up before placing inside the wallet

### 3. The credit slip

- Complete your credit slip in full using pre-printed paying in books
- Ensure the wallet reference number is written in the 'Paid in by' box on the credit slip
- Please ensure the credit slip is removed carefully from the credit book
- Place the credit slip inside the wallet with the cash and cheques
- The Customer Copy credit slip is retained by you as your record of the transaction

### 4. The tamper-evident seal

- Remove the 'Clear Strip' from the top of the wallet and seal together

### 5. Depositing your wallet

- The wallet can now be deposited at your Barclays Branch using the Quick Pay Point (inside the branch) or by handing it over the counter to a cashier

### 6. Ordering more wallets

- When you need more wallets, simply ask at the branch who will have a supply in stock or order more for you

In the event of a query, please contact your local branch or Relationship Team.

**BARCLAYS**

**DROP AND GO**

Business customers can use this wallet to deposit a maximum of £5,000 no more than 4 bags of coin and up to 20 cheques

Instructions for use

1. Retain details of cheques in case of query
2. Complete your credit slip in the normal way listing any cheque details on the reverse of the credit slip & the wallet number in the reference field of the credit slip
3. Do not overload the wallet with coin. A maximum of 4 bags is acceptable
4. Place cash and cheques inside the wallet together and the completed credit slip in the credit slip pouch
5. Seal the bag
6. Do not include any other correspondence in the wallet
7. Complete details below and on the tear-off receipt
8. Complete and remove tear-off slip and keep it as your receipt

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

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

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

Outlet Reference (if applicable): \_\_\_\_\_

Total Amount of Credit: £ \_\_\_\_\_ : \_\_\_\_\_ p

Date of Deposit: \_\_\_\_\_

Contact name in the event of discrepancy or query: \_\_\_\_\_

Contact telephone Number: \_\_\_\_\_

Deposits are subject to subsequent confirmation by appointed Barclays Staff

Deposits are visible on your account on the day of deposit, subject to local branch cut-off times (your branch staff will advise)

▼ TEAR THE SLIP OFF BELOW AND KEEP IT AS YOUR RECEIPT UNTIL YOU GET YOUR STATEMENT ▼

Business Name: \_\_\_\_\_ Outlet Reference (if applicable): \_\_\_\_\_

Sort Code: \_\_\_\_\_ Total Amount of Credit: £ \_\_\_\_\_ : \_\_\_\_\_ p

Account Number: \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

You can get this in Braille, large print or audio by calling 0800 400 100\* (via Text Relay if appropriate) or by ordering online from [barclays.co.uk/accessibleservices](https://barclays.co.uk/accessibleservices)

\*Lines are open 7 days a week, 7am to 11pm. To maintain a high quality of service we may monitor or record phone calls.

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Item Ref: 9910684COM. March 2014.