

# Preparing Your Banking

## Business Quick Deposit Pay In Guide



Royal Bank  
of Scotland

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 at your branch.

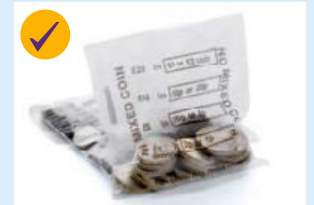
### Cash Presentation

Prepare your cash following the pictures, checking there is no objects aside from your cash going in. The product is for average deposits of between £500 and £10,000 of mixed notes and no more than £60 of mixed coin.

This will prevent the wallet from damage in transit.



Flatten all notes and remove rubber bands



Place coin into sachets

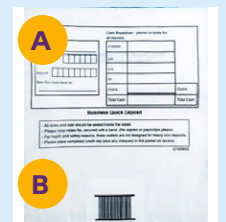
### Preparing your slip

Fill in your pre-printed paying in slip. Then place this slip and any cheque(s) in the smaller compartment on the reverse of the wallet. Ensuring there's no rubber bands, paper clips or staples attached to the cheques.



### Preparing your wallet

- Complete the Customer Details section on the outside of the wallet and the cash breakdown as it appears on your filled in slip.
- Continue to follow the paying in instructions on the wallet and insert your notes and coins into the main section of the wallet.

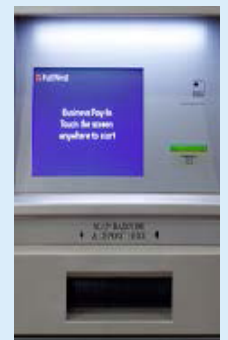


### How to Pay in

Take your sealed wallet(s) to your local branch and drop them off in the Business Quick Deposit machine, or you can also use a counter if no machine is available. You'll receive a receipt after you've made your deposit.

We'll process any wallets paid in before 3.30pm that day for the value of cash and the next working day for cheques. Any wallets paid in after 3.30pm will be processed 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 you need more than 10 wallets.



### Reducing Carbon Emissions

One of the biggest challenges we face is single use plastic. We're working to reduce the amount of packaging we use and remove it from our processes where possible. Making some small changes to how you present your cash can help us make a huge difference:

Don't use inner bags/ wallets for single credit cash deposits.

Keep notes straight and flat in deposits, please don't roll or fold them – rolled and folded notes often need to be run through our machines several times to straighten them and some folded notes are unable to re-enter circulation due to damage, so keeping them flat can help keep emissions down.



Please speak to your Relationship Manager or usual bank contact for further details.

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