

Business Quick Deposit

A quick and easy service for
paying in cash and cheques

Business Quick Deposit

A new way of handling your cash

Currently business customers who pay in cash over the counter have to wait while the money is counted which can be both inconvenient and time consuming.

At Isle of Man Bank we realise you could be spending this time working for your business, and that's why we've developed Business Quick Deposit.

What is Business Quick Deposit and how can it benefit me?

It's a convenient, simple and secure way to pay in your Bank Giro Credit at any branch. This service offers you:

Convenience – no time wasted waiting for your cash to be counted.

Security – the deposit is placed in a tamper-proof wallet.

Simplicity – using Business Quick Deposit is easy, and you use the same Bank Giro Credit slips as before.

When will my account be credited?

Business Quick Deposit will retain the speed of service you have come to expect from Isle of Man Bank when having your account credited. If you pay in cash at any branch before 3.30pm on a business day, your account will be credited that day. Deposits made after this time will be credited on the next business day. Cheques will be credited subject to the standard clearance period.

How to use Business Quick Deposit

Business Quick Deposit is a convenient and straightforward way to deposit cash and cheques. Here's how you use it:

1. Count your cash and cheques in the normal way sorting notes by denomination. Please remove all staples, pins, tape and paper clips. Make sure all notes are flat, unfolded and secured by a note band or elastic band at each end.
2. Count any coins. Unless you have enough to fill a coin sachet (e.g. £5 of 10p pieces) there's no need to sort by denomination – simply place all mixed coins in a single coin sachet.
3. Ensure all cheques are facing the same way and they are in the order listed.
4. Complete a preprinted Bank Giro Credit, noting the serial number of the Business Quick Deposit wallet on the counterfoil.

For each Bank Giro Credit only one Business Quick Deposit wallet must be used.
5. Write in the note, coin and total cash figures on the grid on the Business Quick Deposit wallet, checking that the figures agree with those on the Bank Giro Credit.

6. Write your business name, account number and branch sort code on the wallet.
7. Place your cash in the Business Quick Deposit wallet and seal it.
8. Place your Bank Giro Credit and any cheques in the clear pocket on the Business Quick Deposit wallet and seal it.
9. Detach the tear-off slip for your records.
10. Bring the envelope to your branch and place it in the Quick Deposit unit, the Night Safe (registered Night Safe customers only) or deposit it with the branch staff. There is no minimum or maximum restriction to the amount you can put in each wallet, however, we recommend up to £2,500 of mixed denomination notes and three sachets of coin. This is to avoid overfilling the wallet, which may result in the tamper-evident seal being damaged.

How does Business Quick Deposit work?

- Count your cash in the normal way
- Complete a preprinted Bank Giro Credit
- Write the totals on the grid on the Business Quick Deposit wallet
- Place your cash in the Business Quick Deposit wallet
- Place your Bank Giro Credit and cheques in the clear pocket
- Detach the tear-off slip for your records
- Bring the wallet to your branch and place it in the Quick Deposit unit, the Night Safe (registered Night Safe customers only) or deposit it with the branch staff
- You can obtain a supply of wallets from your Isle of Man Bank branch and in cases where you need more than ten, simply contact your branch and give them 24 hours' notice.

How do I apply for Business Quick Deposit?

- Complete the Registration form included here and take it to your Isle of Man Bank branch
- Contact your Business Relationship Manager

Why not find out more today while it's still fresh in your mind? Just phone or visit your local branch, or talk to one of our Business Relationship Managers – the dedicated point of contact for all your business banking requirements.

Business Quick Deposit Registration Form

Please complete this form in BLOCK CAPITALS and in black ink. Please do not write on or mark this form outside the boxes and lines provided.

1. Account details

I/We agree to participate in the Business Quick Deposit service and accept the Business Quick Deposit Terms and Conditions contained in the brochure entitled Non Personal Terms (IOM 7421). In the event of a difference, I/we authorise the Bank to credit or debit my/our account accordingly.

Account Number

Sort code

Account Name

Signature
(signed in accordance with Bank Mandate)

Signature
(signed in accordance with Bank Mandate)

Name _____ Name _____

Date _____ Date _____

The Royal Bank of Scotland International Limited trading as Isle of Man Bank (Isle of Man Bank). Registered Office: Royal Bank House, 71 Bath Street, St Helier, Jersey JE4 8PJ. Tel. 01534 282850. Regulated by the Jersey Financial Services Commission.

Isle of Man business address: 2 Athol Street, Douglas, Isle of Man, IM99 1AN. Tel. 01624 637000. Licensed by the Isle of Man Financial Services Authority in respect of Deposit Taking, Investment Business and registered as a General Insurance Intermediary.