

Welcome to Barclays Collect

Thank you for registering for Barclays Collect, our notes, coin and cheque collection service designed exclusively for our Business and Corporate Customers.

What's in this pack

In this pack you'll find everything to get you ready for your first collection:

- A guide to preparing your notes, coins and cheques for collection
- Our security carrier, G4S's security checklist
- Stationery needed to prepare your notes, coins and cheques

About Barclays Collect

With Barclays Collect, you can arrange a collection of:

- Up to £7,500 or £20,000 (depending on the service you choose) including up to £1,000 in coins
- Up to 50 cheques

Simply go to barclayscollect.g4s.com, log in to book a time slot that works for you and we'll send G4S to come and collect your deposit.

Need any help?

If you need any help accessing the service or if you have any problems using Barclays Collect, call us on **0344 800 6840**.

Yours sincerely

Your Barclays Team

**Book your first
collection now:**
barclayscollect.g4s.com

Preparing your cash for collection

To help you and your staff prepare your cash for collection, watch our demonstration video at:
youtube.com/barclaysUK

You can also refer to the handy quick reference guide that you'll find in the welcome pack.

To get this in Braille, large print or audio, call 0800 400 100 (via Text Relay) or visit barclays.co.uk/accessibleservices

Calls may be recorded for quality and training purposes. Calls to 0800 numbers are free from a UK landline.

Calls to 03 numbers are charged at the same rate as dialling a local or national number. If your fixed line or mobile service has inclusive minutes (01/02) to local or national numbers, then calls to 03 are counted as part of this inclusive call volume.

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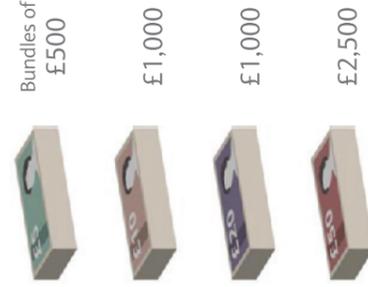
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Barclays Collect

How to prepare your notes, coins and cheques for collection

Notes

Sort into denominations and bind into bundles using note bands.



Coins

Sort into denominations and bag separately.



Cheques

Sort cheques so they face forward, removing any folds, staples or paperclips.



Band cheques together; Ensure cheques are payable into the account being credited; Keep an audit of cheque deposits.

Paying-in Slip

Include a paying-in slip with each coin and note bag that you deposit. Slips should be unfolded and completed fully.



Collection Bags

Notes and cheques should be placed, along with a paying-in slip, into the large grey bag.

A maximum of two large coin bags can be used. Up to 25 small coin bags can be placed in each large bag, with a paying-in slip.



Each collection is deposited into a single account. Please ensure you only include one paying-in slip in each bag, payable into the same account.

Do not split a single collection across multiple accounts as you may be charged more than once

The front of the bags should be completed accurately and closed with the tamper proof seal

Up to £7,500 or £20,000 (depending on the service you choose) inc. up to £1,000 in coins contain up to 50 small coin bags.

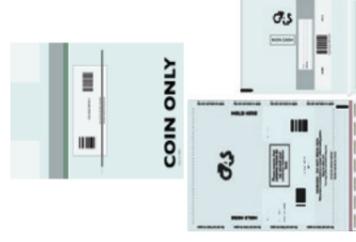
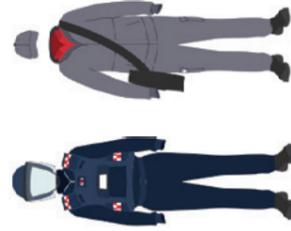
Quick reference dos and don'ts

- ✓ Limit deposits to £7,500 or £20,000 cash (including up to £1,000 in coins) and 50 cheques
- ✓ Put a completed paying-in slip in each collection bag
- ✓ Make sure the bag is sealed
- ✓ Keep duplicate paying in slips
- ✓ Keep an audit trail of all cheques you deposit with us
- ✗ Don't include any non-Sterling cash or cheques
- ✗ Don't mix Scottish and Northern Irish notes with English notes
- ✗ Don't include any staples or paperclips
- ✗ Don't exceed the value on the coin bags
- ✗ Don't include known forgeries

Note: If you deposit more than the threshold, you will be only insured up to £7,500 or £20,000 (depending on the service you choose).

Security Checklist

Helping to protect you and your business



1. Check Uniform

Are all crew members in full uniform? Is G4S' Logo clearly visible?

Any other variations in G4S' uniform, please contact the Barclays Collect helpline on **0344 800 6840**.

If you are unsure of someone despite their uniform, ask them or G4S to confirm their identity.

2. Check Identification

On-duty crew members will have their G4S personal identification cards on display.

Is the person with the card the person on the card? Does the G4S ID card have a hologram on it?

Do they have a valid Authorised Collectors Card (ACC)?

3. Vehicles

If you can, leave the space nearest the entrance of your site free for G4S' vehicle.

Make sure the parking space is well lit. Please call Barclays Collect helpline on **0344 800 6840** to let them know if their vehicle can't park in its usual space for any reason.

4. Check Bags

You will receive your bags in the Welcome Pack. Carefully follow the filling and sealing instructions.

Fill out all the required details on the bag;

Keep an eye out for any damaged bags or evidence of tampering;

Ensure the seals are stuck down right along the bag.

5. Check Receipts

Has it got either the G4S logo and or G4S Cash Solutions UK LTD and the correct name and address on it?

Are the bag numbers and G4S' crew member's unique ACC number on it?

You will always be given a copy of the receipt.

For a step by step guide to preparing your cash and cheques, go to [youtube.com/barclaysUK](https://www.youtube.com/barclaysUK)

Supported by



Call: 0344 800 6840
For help

Click: barclayscollect.g4s.com
To book a collection

