

Topic 2(f) Paying into a bank account

The methods that people can use to put money into a bank account depend on how that particular bank account works. Different types of bank account tend to use different methods, for example **basic accounts**, **current accounts** or **savings accounts**. This topic explores these methods and shows you how to complete the paperwork involved.



Suppose people gave you money for your birthday. What are the different ways in which this money could be given to you (e.g. cheques)?

Paying money into your own account

When people open an account with a bank or building society, the provider explains how they can put money into the account. This is known as 'paying-in' or 'depositing' the money.



Think about what happens when an account holder goes into a bank to pay in some money. The account holder gives the money (cash, cheques, postal orders, etc) to the member of bank staff sitting at the counter. These people are called cashiers.

What details do you think the bank needs to know to make sure that this money is paid into the correct account?



Did you know?

Banks and building societies report to the British Bankers' Association (www.bba.org.uk) how much money they hold as deposits. In the reports for 18 November 2005, individual customers (i.e. not companies) held £809 billion in bank accounts. Written out in full, that figure is £809,000,000,000.

With so much money to look after, it is vital that banks know exactly who owns which deposits.

When people pay money into a bank account they identify the account that should be credited using one of the following methods: plastic cards, paying-in slips and/or passbooks. We will look at each in turn.

Plastic cards

The bank or building society may give accountholders plastic cards to pay money into a basic or current account. These plastic cards are **ATM cards** or **debit cards** and provide other services besides being a way of



The computer can read the account details from the magnetic stripe on the back of the card.

paying money in. The plastic card holds details about the customer's account – they are written on the front of the card and are held in the magnetic stripe on the back of the card. Accountholders hand the plastic card to the bank cashier with the money (cash, cheques, etc) they want to pay in. The bank staff swipes the card through the counter terminal, so the computer can read the account details from the magnetic stripe. The cashier then counts the money and types this amount into the computer. Some providers ask the accountholder to sign a form to confirm that the money should be deposited into that account. Other providers do not ask for a signature. Lastly, the cashier gives the accountholder a receipt on paper showing the date, the account and the amount deposited.

To use this method of paying in, accountholders need to visit the branch where they hold their account, or another branch of their bank. It may be possible to pay money in using the card at another bank, but the competitor bank may charge a fee. The Post Office lets customers of certain banks make cash or cheque deposits for free using their plastic cards, for example Alliance & Leicester, Barclays, and Lloyds TSB. Some competitor banks and building societies refuse to accept deposits for another bank.

Many banks also accept deposits at an **ATM**. Customers type in the amount they are depositing and put their banknotes and cheques into a paying-in envelope, with a paying-in slip. Then they put the envelope into a secure box near the ATM. The machines that accept deposits are often inside branches for security.

Paying-in slips

Paying-in slip			
Date _____		£50 Notes	
Cashier's Stamp	Bank ABC Bank plc	£20 Notes	
	Account Holding Branch	£10 Notes	
	Customer's Name	£5 Notes	
	Name and address of person paying in (if not the customer)	£2 Notes	
		£1 Coin	
		50p	
		20p	
		Silver	
		Bronze	
		Total Cash	
		Cheques, P.O.s etc	
Number of cheques	Sorting Code Number	Account Number	£
Please do not write or mark below this line or fold this voucher			

Paying-in slips are paper forms that accountholders fill in with details about their bank account and the amount being paid in. Paying-in slips are often used to deposit money in basic accounts, current accounts and some savings accounts. Accountholders hand this slip of paper to the bank cashier with the money they want to pay in. The cashier types the account details into the counter terminal and checks the amount of

money against the quantity written on the slip. Paying-in slips are found in the back of chequebooks and as paying-in books and are also available in bank branches. We will look at how to fill in a paying-in slip later.

Paying-in slips can be used to make deposits at the accountholder's branch and at other branches of the same bank. Some banks will accept paying-in slips from a different bank, but they may charge a fee. The Post Office offers free deposits for the customers of certain banks, as long as they have a paying-in slip that has been pre-printed with their account details.

Did you know?

NO MIXED COIN	Any Bank plc	NO MIXED COIN
	£20 in <input type="text" value="£1 or £2 coin"/>	
	£10 in <input type="text" value="50p or 20p"/>	
	£5 in <input type="text" value="10p or 5p"/>	
£1 in <input type="text" value="2p or 1p"/>		
<small>Re-Usable Bag. Please return</small>		

People who have a large number of coins to deposit need to put them into plastic **coin bags**. Coins of only one denomination, such as 10p or 50p, should go into any one bag. Instructions written on the outside of the bags explain how many coins can be put into the bag eg £10 worth of 50p or £5 worth of 10p.

When the accountholder deposits the coins, the cashier weighs the coin bags to check they have the correct number of coins in them.

Banks and building societies may limit the number of coin bags that accountholders can deposit at one time, e.g. five. This is because weighing the coins takes time and the providers don't want other customers to have to wait.

Passbooks

Savings accounts often use **passbooks**. A passbook has details about the savings account and the accountholder written in it. For example, account name and number, and customer name and address.

Providers ask accountholders to sign their passbooks. They often use a special paper strip that transfers the signature to the book using ink that is only visible under ultraviolet light. This means that the cashier can check the customer's signature by putting it under an ultraviolet lamp, but other people cannot see it. This is a security device in case the book is lost or stolen.

The amounts of money paid into and taken out of the account and the amounts of interest added by the provider are recorded in the passbook.

Account Number 1234/123456789				Balance Brought Forward		0	00		
No.	Date	Description	Code or Cashier's Signature	Receipts		Withdrawals		Balance	
1	14 APR 03	OPEN CASH	EO 123C 0123	3000	00			3000	00
2	31 MAR 04	GROSS INT	YO 12456P 144	95	83				
3	31 MAR 04	TAX DEDUCT	YO 12456P 144			0	00		
4	31 MAR 04	NET INT	YO 12456P 144	95	83			3095	83
5	28 APR 04	TRANSFER	YO 65432P 144	3000	00			6095	83

To pay money into their account, savers hand the passbook and money to the bank cashier. The cashier finds the account on the computer, then checks the money and types the amount into the terminal. Then the cashier puts the passbook into a printer. The computer adds the deposit to the account and prints information about the deposit in the passbook. The passbook acts as the receipt for the deposit.

Accountholders can pay money into their savings accounts using a passbook at any branch of their bank. As well as making deposits at the bank counter, some providers have machines in their branches that accept cheque deposits and print the receipt in the accountholder's passbook.

Electronic transfer

Accountholders can pay money into their account without going to a bank branch. If accountholders have access to **online** or **telephone banking**, they can pay money into one of their accounts by taking it out of another of their accounts over the Internet or by phone.



To make this transfer using online banking, accountholders select the names and numbers of the accounts they want the bank to debit and to credit. They type in the amount of the transfer and select a date when the transfer should be made. Then the computer transfers the money electronically.



If accountholders use telephone banking, they can ring the provider's call centre and give the transfer instructions over the phone. The call centre staff make the payment using electronic transfer.

Standing orders

Accountholders can make regular electronic payments into an account by setting up standing orders from another of their accounts. **Standing orders** transfer the same amount of money on the same day of every month, quarter or year from one bank account to another. To set up a standing order, accountholders need to complete a **standing order mandate** (or instruction). This is a paper or online form available from the bank. Accountholders need to complete the details of the amount of money to be paid, the account to pay into and the account to pay out of, as well as the frequency of the payment, e.g. 15th of every month.

Did you know?

Cheques should be paid into an account within six months of the date they are written. After this six-month period, the bank the cheque is written on can return it (i.e. not pay the money) for being 'out of date'.

It takes at least three working days (Monday to Friday) for a cheque to **clear**, i.e. for the money from a cheque to be in your bank account. It can take longer.



When other people want to pay money into your account

When people want to pay money into your bank account they usually use electronic transfer, as this is the safest method to use. For example, your parents might use a **standing order** to pay your allowance, and your employer will use **Bacs** direct credit transfer to pay your salary.



Bacs is a system that means customers can transfer money electronically between accounts in different banks. Bacs offers two main services: direct credit (for paying money into an account) and direct debit (for taking money out of an account).

How to complete a paying-in slip

Depending on the way that the account works, basic and current account holders may be given paying-in slips at the back of their chequebook or in a separate paying-in book. These slips are already printed with the customer's account details and are known as **personalised paying-in slips**. There is no standard format for a paying-in slip, although slips from different banks tend to look very similar.

For example, Sarah has a current account with the XYZ Bank. There are paying-in slips at the back of her chequebook that look like this:

Date _____		Date _____		XYZ Bank plc 30 High Street, Seaville S021 6TH		£50 Notes					
		Cashier's Stamp				£20 Notes					
				Account MS. SARAH HOLMES		£10 Notes					
				Paid in by		£5 Notes					
						S & 1 Notes					
						£2 Coin					
						£1 Coin					
						50p					
						20p					
						Silver					
						Bronze					
						Total Cash					
						Cheques, P.O.s etc					
Cash		£	P	Number of cheques		Sorting Code Number		Account Number		£	
Cheques						76 - 54 - 32		1 2 3 4 5 6 7 8			
Total											
Please do not write or mark below this line or fold this voucher											
000000 765432 12345678											



Why do you think there is a space for the cashier's stamp and initials on the paying-in slip as well as the stub?

What the items on a paying-in slip mean

Stub, also called a counterfoil	<p>The stub is the part of the paying-in slip to the left of the perforations. This part of the paying-in slip stays in her chequebook when Sarah tears out the slip. Sarah completes the stub so that she has a record of what she has paid in. The bank cashier uses a rubber stamp to put the bank's name and date on this stub. The cashier also initials the stub. The cashier's stamp and initials prove that the bank has accepted the deposit on a certain day.</p>	
Date	<p>There are two places where Sarah writes the date when she pays in the money – one is on the top of the stub and the other is on top of the paying-in slip.</p>	
Bank and branch name	<p>Sarah banks at the XYZ Bank plc at 30 High Street, Seaville, SO21 6TH. This address is already printed on the paying-in slip so the bank knows where Sarah's account is held. This is important as Sarah can pay in her money at any branch of the XYZ Bank, not just her own branch. She can also go to another bank and use this paying-in slip to deposit money into her account. If Sarah decides to go to a different bank, she should check whether that bank will charge her a fee to process her payment – most do.</p>	
Account	<p>This is the name on Sarah's account. The cashier will check to see that any cheques she pays in are made payable to Ms Sarah Holmes. Banks will accept cheques that are made out to variations of her account name such as 'S. Holmes' or 'Sarah Holmes'. However, if Sarah's nickname was 'Sissie' and someone wrote a cheque for her using this name, the bank would refuse to pay it into her account because they cannot be sure the money is intended for Sarah.</p>	
Paid in by	<p>When Sarah pays money into her account, she should sign her name in this box. Someone else can pay the money in for her using this form; whoever is making the payment should then sign in this box. The reason that a signature is needed is that the bank wants a record of who made the deposit. This record may be needed if there is a disagreement between Sarah and the bank about the payment later.</p>	
Number of cheques	<p>Sarah writes the number of cheques that she is depositing in this box. The number of cheques is a way of the bank double-checking that they have all the different parts of Sarah's payment when they process the paperwork.</p>	
Sorting code number	<p>This is a six-digit number that is unique to the bank branch that holds Sarah's account. The sorting code (or sort code) appears twice on the paying-in slip – in the box labelled Sorting Code Number and at the bottom of the slip written in digits that a computer can read.</p>	
Account number	<p>This is a number that is unique to Sarah's account at her bank branch. Most bank accounts have eight digits, although Lloyds TSB accounts can have seven. The account number appears twice on the paying-in slip – in the Account Number box and at the bottom of the slip in digits that a computer can read.</p>	

Cash denominations	The table on the right side of the paying-in slip is for the amounts of cash and the total value of cheques being paid into the account. Denominations of cash greater in value than 10p are listed separately on this paying-in slip. Sarah needs to fill in the total value of each denomination that she is paying in. For example, if she has two £5 notes, she needs to write 10 (i.e. $£5 \times 2 = £10$) in the box for £5 Notes. The bank cashier will count her cash and tick off each entry in this table to say it is correct. If Sarah has made a mistake, the bank cashier will be able to find it and ask Sarah to correct it.
Total cash	Sarah writes the total value of the cash she is paying into her account in this box. The total figure should be the same as all the cash denomination values added together.
Cheques, P.O.s etc	Sarah writes the total value of the cheques and postal orders she is paying in here. She should also list the cheques on the back of the paying-in slip. This will enable the cashier to check all the cheques are present and that Sarah has added the values together correctly. We will examine the back of a paying-in slip later in this worksheet.
Box at bottom of table	This is where Sarah writes the total amount that she is paying in – that is, the value of all the cash plus all the cheques, etc.
‘Please do not write or mark below this line or fold this voucher’	The numbers below this line are written in a way that computers can read. Banks ask customers not to write in this area because such marks could make it difficult for the computer to read the information provided by the bank. The pre-printed slip has Sarah’s account number and sorting code already written in this area. To process her payment a computer operator adds the amount of the payment in digits that the computer can read. This gives the computer all the information it needs to process Sarah’s payment correctly.

Did you know?

Each bank branch in the country has a unique sorting code. You can tell which bank the branch belongs to by looking at the first two digits. For example:

Numbers starting with	Belong to this bank
07	Nationwide Building Society
16	The Royal Bank of Scotland
2	Barclays
3	Lloyds TSB
4	HSBC
6	NatWest
8	Bank of Scotland



Activity 1

Complete the front of a paying-in slip for Sarah using the blank slip below and the following information:

- the date she is paying in the money is: 14 December 2005;
- she is paying in:
 - one £10 note
 - five 5p coins
 - three £5 notes
 - eight 2p coins
 - two £1 coins
 - a cheque from her Gran for £25.
 - six 20p coins

Date _____	Date _____ Cashier's Stamp	<p>XYZ Bank plc 30 High Street, Seaville S021 6TH</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>£50 Notes</td><td></td></tr> <tr><td>£20 Notes</td><td></td></tr> <tr><td>£10 Notes</td><td></td></tr> <tr><td>£5 Notes</td><td></td></tr> <tr><td>£ & 1 Notes</td><td></td></tr> <tr><td>£2 Coin</td><td></td></tr> <tr><td>£1 Coin</td><td></td></tr> <tr><td>50p</td><td></td></tr> <tr><td>20p</td><td></td></tr> <tr><td>Silver</td><td></td></tr> <tr><td>Bronze</td><td></td></tr> <tr><td>Total Cash</td><td></td></tr> <tr><td>Cheques, P.O.s etc</td><td></td></tr> </table>	£50 Notes		£20 Notes		£10 Notes		£5 Notes		£ & 1 Notes		£2 Coin		£1 Coin		50p		20p		Silver		Bronze		Total Cash		Cheques, P.O.s etc	
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		Sorting Code Number 76 - 54 - 32 Account Number 12345678																											
			£ 																										
Please do not write or mark below this line or fold this voucher																													
000000 765432 12345678																													

Back of a paying-in slip

The back of a paying-in slip has space to list the different cheques that the account holder is paying in.

Here is the back of Sarah's paying-in slip, showing the details of the cheque for £17.99. As you can see, Ms Pam Frost wrote the cheque on her bank account number 12345678 at bank branch 16-22-20 (part of the Royal Bank of Scotland):

Details of cheques, PO's etc.			Brought forward £			
16-22-20 12345678 Ms Pam Frost	£	17	99			
Carried forward			Carried over			



Activity 2

Complete this paying-in slip with the details of Sarah's cheque from her Gran. Her Gran's name is Mrs Elizabeth Dane. Her bank account is number 87654321 at the bank branch with sorting code: 16-20-18.

Details of cheques, PO's etc.			Brought forward		
£			£		
Carried forward			Carried over		



Why do you think that banks want accountholders to provide the details of the cheques they are paying into an account?

Here is an example paying-in slip that Tony has completed:

Details of cheques, PO's etc.			Brought forward		
£			£		
20-36-45 12345678 Mr. John Peel	20	00	40-34-12 12345678 Miss. Karen Jenkins	15	50
30-19-63 7654321 Mrs. Sue BOWLS	30	00			
Carried forward	50	00	Carried over	65	50



This style of paying-in slip has two columns. Sometimes people have a lot of cheques to deposit and there isn't enough room in the first column, so they need to use both.

To make it easier to add up the values of the cheques, depositors add together the values of the cheques in the first column and put the total in the 'carried forward' box. This value is copied into the 'brought forward' box at the top of the second column. This means that adding just the numbers in the second column gives the total value of cheques being paid in. This number is written in the 'carried over' box – this is the number that appears in the 'cheques' box on the front of the paying-in slip, i.e. it has been carried over to the front of the slip.

Making a payment when you do not have a pre-printed paying-in slip

Banks and building societies also offer people blank (not personalised to a particular customer) paying-in slips to deposit their money, if they do not have any pre-printed slips with them. The accountholders need to write in their account details, as well as details about the money they are paying in.

Paying-in slip		£50 Notes		
Date _____		£20 Notes		
Cashier's Stamp		£10 Notes		
	Bank ABC Bank plc	£5 Notes		
	Account Holding Branch	S & 1 Notes		
	Customer's Name	£2 Coin		
	Name and address of person paying in (if not the customer)	£1 Coin		
		50p		
		20p		
		Silver		
		Bronze		
		Total Cash		
		Cheques, P.O.s etc		
Number of cheques	Sorting Code Number	Account Number	£	
Please do not write or mark below this line or fold this voucher				

How to complete a blank paying-in slip

Tony Nesbitt wants to pay in some money, but he does not have any paying-in slips left in his chequebook. So he goes to a branch of his bank – the ABC Bank plc and uses one of the blank paying-in slips that are available at the counter. Because Tony has his chequebook with him he knows his account details.



He fills in the date and his account details from his chequebook.

Paying-in slip		£50 Notes		
Date <u>1st December 2005</u>		£20 Notes		
Cashier's Stamp		£10 Notes		
	Bank ABC Bank plc	£5 Notes		
	Account Holding Branch <u>High Street, Any Town</u>	S & 1 Notes		
	Customer's Name <u>Anthony Nesbitt</u>	£2 Coin		
	Name and address of person paying in (if not the customer)	£1 Coin		
		50p		
		20p		
		Silver		
		Bronze		
		Total Cash		
		Cheques, P.O.s etc		
Number of cheques	Sorting Code Number	Account Number	£	
	1 2 3 4 5 6	1 2 3 4 5 6 7 8		
Please do not write or mark below this line or fold this voucher				



Why does Tony fill in the Customer's Name box with 'Anthony Nesbitt' rather than Tony Nesbitt?



Activity 3

Tony wants to pay in the following cash. He has no cheques to deposit. Complete the rest of the paying-in slip for him. Cash details:

- one £20 note
- two £10 notes
- one £5 note
- two 50p coins
- one 20p coin
- one 10p coin.



Review questions

1. What are the different methods that people can use to pay money into a bank account?
2. Can accountholders pay money into their account at any bank in the high street?
3. What are the three items of information that banks need to know so that they can credit a specified amount of money to a particular account?
4. Which type of account is usually operated using a passbook?
 - a. Current account
 - b. Savings account
 - c. Basic bank account
5. List the information that is recorded in a passbook.
6. Do accountholders have to visit their branch to pay money between their own accounts?
7. Why do banks and building societies ask the people who are making deposits to sign the paying-in slip?
8. Tanya wants to pay the contents of her piggy bank into her account. She has a large number of coins. What should Tanya do to make it easier for the bank cashier to check the value of the coins she is depositing?
9. What information goes onto the back of a paying-in slip?
10. Can accountholders make a deposit when they have run out of pre-printed paying-in slips?



Case study

Please assume today is 4 January 2007.

David wants to pay the following money into his account. He has filled in part of the paying-in slip already – please see the next page. Complete the rest for him.

David is paying in:

- one £5 note;
- three £1 coins;
- one 50p coins;
- eleven 20p coins;
- six 10p coins;
- nine 5p coins;
- twelve 2p coins;
- six 1p coins;
- a cheque for £20 from his grandmother: Mrs. E. M. Carter, account number 3452178 at 35-12-87;
- a cheque for £15 from his uncle: Mr. John Dale, account number 77612098 at 20-22-67;
- a cheque for £13.70 from his sister: Miss. Anne Carter, account number 33967221 at 16-14-78.



2. Here is the front of a paying-in slip that Maggie has just filled in. She has one cheque to deposit with a value of £16.00 and some cash. Please note that her signature card at the bank is in the name 'Margaret Coe'.

Maggie has made five mistakes. What are they?

Date <u>4th January'06</u> Date <u>4th January'05</u> Cashier's Stamp	Trusty Bank plc 22 High Street, Seaville S021 6TH	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>£50 Notes</td><td></td></tr> <tr><td>£20 Notes</td><td style="text-align: center;">20</td></tr> <tr><td>£10 Notes</td><td></td></tr> <tr><td>£5 Notes</td><td style="text-align: center;">2</td></tr> <tr><td>S & 1 Notes</td><td></td></tr> <tr><td>£2 Coin</td><td></td></tr> <tr><td>£1 Coin</td><td style="text-align: center;">5</td></tr> <tr><td>50p</td><td></td></tr> <tr><td>20p</td><td style="text-align: center;">0</td></tr> <tr><td>Silver</td><td style="text-align: center;">0</td></tr> <tr><td>Bronze</td><td style="text-align: center;">15</td></tr> <tr><td>Total Cash</td><td style="text-align: center;">35 45</td></tr> <tr><td>Cheques, P.O.s etc</td><td style="text-align: center;">16 00</td></tr> <tr><td colspan="2" style="text-align: center;">£ 51 - 45</td></tr> </table>	£50 Notes		£20 Notes	20	£10 Notes		£5 Notes	2	S & 1 Notes		£2 Coin		£1 Coin	5	50p		20p	0	Silver	0	Bronze	15	Total Cash	35 45	Cheques, P.O.s etc	16 00	£ 51 - 45	
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20p	0																													
Silver	0																													
Bronze	15																													
Total Cash	35 45																													
Cheques, P.O.s etc	16 00																													
£ 51 - 45																														
Date <u>4th January'06</u> Cash £ P 35 45 Cheques 16 88 Total	Account MS. MARGARET COE Paid in by Maggie Coe	Number of cheques 1																												
Sorting Code Number 43-21-34 Account Number 45789221		Please do not write or mark below this line or fold this voucher 000000 432134 45789221																												

Learning activities

Internet



1. Visit www.postoffice.co.uk. The Post Office accepts cash and cheque deposits free of charge for the personal current accounts held at some banks and building societies. Which ones?
2. Go to www.fsa.gov.uk, select 'Consumer Information' and 'Products explained: bank accounts'. Find the information about paying into an account.
3. Go to www.bba.org.uk and find out what the British Bankers' Association is.



Group

1. Collect paying-in slips from providers in your area. Compare the different designs and decide which are easiest for customers to complete. Then design your own paying-in slip for a fictitious provider called 'Dolphin Bank'. Make sure you include all the information that the bank will need to process a payment correctly.
2. Collect current account, basic account and savings account leaflets from providers in your town/city. Do they explain how to pay money into the account? What are the different options available?
3. Divide into two groups. Using 'play' money one group completes paying-in slips for deposits and hands these to the other group who are acting as cashiers. The cashiers check the deposits against the paying-in slips and accepts them if they are correct. The first group can make deliberate 'errors' for the second group to find, if they wish.



Individual

1. If you have an account, make sure you know the different ways that you can pay money into it. If you do not have an account yet, decide which paying-in methods sound easiest to you.



Key points for Paying into a bank account

- The methods that accountholders can use to pay money into their own account depend on how the accounts work. Basic and current accounts tend to accept deposits using a plastic card, a paying-in slip or an electronic transfer – either a single payment or regular payments by standing order. Savings accounts tend to accept payments using a passbook or a paying-in slip.
- When people pay money into an account, the bank that accepts the deposit needs to know the name and number of the account to which the money should be paid, the amount being paid in, and the bank sorting code number of the bank branch where the account is held.
- Plastic cards can often be used to pay money into a current account. The card holds details about the account in the magnetic stripe on the back, as well as showing account information on the front. This means that the cashier can swipe the card through the counter terminal to tell the computer where to put the money that is being paid in.

- ❑ Paying-in slips are paper forms that are either personalised to a particular account or have blank boxes that an account holder can fill in with bank account details.
- ❑ Personalised paying-in slips can be found at the back of chequebooks and in paying-in books. They have the name of the account, the account number and the sorting code for the bank branch already completed. There are spaces where an account holder can write the date, and the amounts of cash and cheques being paid in. Most paying-in slips have boxes where the account holder can specify how much of each cash denomination is being paid in.
- ❑ Paying-in slips have stubs (also called counterfoils), which the account holder completes with details of the deposit. The cashier stamps and initials these stubs when accepting the deposit. Stubs act as a receipt for the money paid in.
- ❑ People who want to pay in a large number of coins should use coin bags to sort the coins into the different denominations, up to the amounts shown on the front of the bag. Then the bank cashier can weigh full bags to check they have the correct number of coins in them, rather than having to count all the coins.
- ❑ Here is an example of how to fill in a paying-in slip:

Date <u>9-12-2005</u>		Date <u>9-12-2005</u>		XYZ Bank plc 30 High Street, Seaville S021 6TH		<table border="1" style="font-size: small;"> <tr><td>E50 Notes</td><td></td><td></td></tr> <tr><td>E20 Notes</td><td></td><td></td></tr> <tr><td>E10 Notes</td><td style="text-align: right;">20</td><td style="text-align: right;">00</td></tr> <tr><td>E5 Notes</td><td style="text-align: right;">5</td><td style="text-align: right;">00</td></tr> <tr><td>S & 1 Notes</td><td></td><td></td></tr> <tr><td>E2 Coin</td><td></td><td></td></tr> <tr><td>E1 Coin</td><td style="text-align: right;">4</td><td style="text-align: right;">00</td></tr> <tr><td>50p</td><td style="text-align: right;">1</td><td style="text-align: right;">50</td></tr> <tr><td>20p</td><td style="text-align: right;">0</td><td style="text-align: right;">20</td></tr> <tr><td>Silver</td><td style="text-align: right;">1</td><td style="text-align: right;">05</td></tr> <tr><td>Bronze</td><td style="text-align: right;">0</td><td style="text-align: right;">12</td></tr> <tr><td>Total Cash</td><td style="text-align: right;">31</td><td style="text-align: right;">87</td></tr> <tr><td>Cheques, PO's etc.</td><td style="text-align: right;">17</td><td style="text-align: right;">99</td></tr> <tr><td>Total</td><td style="text-align: right;">49</td><td style="text-align: right;">86</td></tr> </table>		E50 Notes			E20 Notes			E10 Notes	20	00	E5 Notes	5	00	S & 1 Notes			E2 Coin			E1 Coin	4	00	50p	1	50	20p	0	20	Silver	1	05	Bronze	0	12	Total Cash	31	87	Cheques, PO's etc.	17	99	Total	49	86
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Please do not write or mark below this line or fold this voucher																																																	
000000 765432 12345678																																																	

- ❑ The back:

Details of cheques, PO's etc.		Brought forward		£	
16-22-20	£	17	99		
12345678					
Ms Pam Frost					
Carried forward		Carried over			

- ❑ Plastic cards, paying-in slips and passbooks can be used at any branch of the account holder's bank. The Post Office accepts deposits for certain bank accounts, free of charge. However, other banks may charge a fee or refuse to accept the deposit.
- ❑ When other people pay money into a person's account they use electronic transfer. For example, parents may pay an allowance by standing order and an employer will use the Bacs system to pay by direct credit.