

**THIS FORM TO BE USED IN CONNECTION WITH
MUTILATED BANK OF ENGLAND NOTES ONLY**

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Please read through the following instructions carefully before completion of this form.

1. Mutilated Scottish, Northern Irish, Channel Islands, Isle of Man or other foreign notes **must** be sent to the appropriate issuing authority. If received at the Bank of England, these notes will be returned by post at your own risk.
2. Badly damaged notes should be handled as little as possible, and should be carefully packed for dispatch to the Bank of England.
3. When completed, this form together with the mutilated notes should either be forwarded by Security Carrier or sent by post appropriately stamped and at the applicant's own risk, to The Manager, Dept MN, Bank of England, King Street, Leeds, LS1 1HT.

APPLICANT DETAILS - PLEASE USE CAPITALS

COMPANY/ YOUR REF (IF APPLICABLE)													
TITLE	MR	MRS	MISS	MS	OTHER								
SURNAME													
FORENAME(S)													
ADDRESS IN FULL (INC FLAT NO/ HOUSE NAME/ HOUSE NUMBER ETC)													
TOWN/CITY													
COUNTY													
POST CODE													
								DAY TIME TELEPHONE NO (INC AREA CODE)					

DETAILS OF MUTILATED NOTES		
Serial numbers (part notes only - use reverse if necessary)	Number of Notes	Value
	£5	
	£10	
	£20	
	£50	
	OTHER	
	TOTAL	£

FOR BANK OF ENGLAND USE ONLY			
Notes to be carded	Entered	Carded	Adjudicated
	1	1	1
	2	2	2
			ADJUDICATED
			1
			2

CRIME REFERENCE NO (IF APPLICABLE):
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Please describe the following:

1. How the damage occurred
2. What has happened to any missing portions

Settlement will be made by cheque crossed "Account payee" which must be paid into a bank, building society or post office account in the name of the applicant. Please indicate below if you wish the cheque to be made payable to another person who is prepared to receive payment on your behalf.

NAME OF ALTERNATIVE ACCOUNT HOLDER	
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I declare that the answers given above are true to the best of my knowledge

APPLICANT'S SIGNATURE	DATE
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The Bank will use your information for banking activities. We may share your information with other parts of the Bank for the purpose of the Bank's business and related activities. Your information will not be disclosed to marketing firms. You have the right to require us to correct any inaccuracies.