

Bank of England

(Bank of England use only)

Claim No.	Date
Entered	Verified

Exchange Bank of England banknotes (public via post)

To exchange your banknotes by post, please fill out this application form, print and send it to us with the banknotes along with copies of your photo ID and proof of address. Send to **Department NEX, Bank of England, Langston Road, Loughton, Essex, IG10 3TN**. To check what ID we accept please see the 'Identification we accept' overleaf.

(The Bank of England is not responsible for the issue of coin and cannot exchange them)

Please exchange the following note denominations:			
Quantity			Value
	@	£50	= £
	@	£20	= £
	@	£10	= £
	@	£5	= £
	@	£1	= £
	@	10/-	= £
	Total		= £

Date: _____

Please tell us how you came to have these banknotes:

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TITLE (please tick)	MR <input type="checkbox"/>	MRS <input type="checkbox"/>	MISS <input type="checkbox"/>	MS <input type="checkbox"/>	OTHER (please state)
SURNAME/FAMILY NAME					
FORENAME(S)					
ADDRESS					
TOWN/CITY					
POST/ZIP CODE				COUNTY/COUNTRY	
Telephone Number (+Area Code)					
EMAIL ADDRESS					
Payment Method: (please select / tick)	BACS <input type="checkbox"/> <small>Only available for UK bank account holders.</small>		Cash <input type="checkbox"/> <small>Only available for UK residents exchanging £300 or less.</small>		Overseas Transfer <input type="checkbox"/> <small>Non-UK bank account will be paid in sterling (GBP) or a sterling cheque will be issued.</small>

Instruction for BACS Transfer (UK bank account holders only):

Bank: _____ Account Title: _____

Sort code: _____ 8 Digit Account Number: _____

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Instruction for Overseas Transfer via SWIFT (non-UK applicants):

Bank: _____ Account Title: _____

BIC/SWIFT: _____ IBAN/Account No. _____

Routing code required for USA/Canada/Australia: _____

(Bank of England use only)

ID Checked	Date
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Applicant Signature: _____

How we use your information: For information about privacy at the Bank of England and how we use personal data (including certain rights and options that you have), please see <https://www.bankofengland.co.uk/legal/privacy> or case-specific privacy notices we provide you.

Identification we accept

Photocopies only – please do not send original documents

We accept the following identity documents:

- Valid passport
- Valid photo card driving licence (full or provisional)
- British residence permit
- National identity card (if you are a non-UK national)
- Firearm or shotgun certificate.

We accept the following as proof of address:

- Valid photocard driving licence (full or provisional) – **if you haven't used this as proof of ID**
- Electoral register entry
- Utility bill or certificate from utility supplier (dated within the past six months)
- Council Tax bill (dated within the past six months)
- Bank, building society or credit union statement or passbook (dated within the past six months)
- Most recent mortgage statement
- Local council rent card or tenancy agreement
- Benefits book or letter from the benefits agency (dated within the past six months)
- Telephone bill (excluding mobile phones, dated within the past six months)
- Credit card bill (dated within the past six months)
- HM Revenue and Customs tax notification (dated within the past six months)
- Jobcentre Plus letter confirming your National Insurance number

Supporting documents

In addition to mandatory ID we may require supporting documents for exchanges over £700:

If the money forms part of an estate:

- Provide a Will/ Grant of Probate
- A copy of the death certificate

If the money is a gift:

- A signed letter from the person gifting you the money explaining how they accumulated the money
- A copy of photo ID and proof of ID from the person gifting you the money
- Evidence of the original source of the money

If this is money you have earned in your job and saved (including for a previous visit to the UK):

- Provide bank statements showing your income and the money being withdrawn from your bank
- Evidence of where you exchanged the money (if this money was not originally in pound sterling)
- Proof of employment and income

If you are exchanging on behalf of another individual:

- A signed letter from the true owner confirming you can exchange the money, including:
 - Your name
 - The original source of the money
 - Preferred payment type
 - Photo ID and proof of address for the owner of the money
 - Evidence of how they obtained the money

If you brought this money into the UK (even as a family or group) and the value is £10,000 or more:

- A customs declaration form

If you have any questions, you can contact us by email at exchanges@bankofengland.co.uk or by phone at 0203 461 5994 from 9am - 12pm (except bank holidays and weekends). For information on how to exchange if you are a business or how to exchange banknotes in person at the Bank of England, please see our website:

<https://www.bankofengland.co.uk/banknotes/exchanging-old-banknotes>