

Bank of England

(Bank of England use only)

Claim No.	Date
Entered	Verified

Exchange Bank of England banknotes (business 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 a company headed covering letter, plus copies of the signatory's 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:			Date:
Quantity		Value	
	@	£50 = £	Please tell us how you came to have these banknotes:
	@	£20 = £	
	@	£10 = £	
	@	£5 = £	
	@	£1 = £	
	@	10/- = £	
	Total	= £	

COMPANY NAME																				
REGISTERED NUMBER																				
REGISTERED OFFICE in country of incorporation																				
BUSINESS ADDRESS																				
Telephone Number (+Area Code)																				
EMAIL ADDRESS																				

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: _____

**Alternatively, a sterling (GBP) cheque can be issued in the business name.*

Business point of contact:

Name: _____

Signature: _____

Email Address (if different to above): _____

(Bank of England use only)

ID Checked	Date
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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

1. A covering letter on headed company paper containing the following:

- the company name
- registered company number
- registered office in country of incorporation
- the full address for the business
- preferred

2. 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 the mandatory identification documents we require, some other documents we may request are:

If you are exchanging on behalf of a business:

- An original letter of authority naming you and signed by a representative of the company on headed paper which must contain the following information:
 - The company name
 - Registered company number
 - Registered office in country of incorporation
 - Preferred type of payment
 - A copy of photo ID and proof of address for the representative who signed the letter.
 - Evidence you have tried to deposit these banknotes to a UK bank that is part of the Note Circulation Scheme (NCS).

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 banknotes in person at the Bank of England, please see our website:

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