

Mutilated notes declaration

For Bank of Scotland notes only

Guidance notes

Please write clearly in the white spaces with capital letters or cross the boxes.

This form is to be used in connection with mutilated (contaminated) **Bank of Scotland** notes **only**.

This form can be completed on screen, however it **must** be printed, signed by the applicant and sent as a hard copy along with the damaged notes.

1 Your personal details

Company name (if applicable)

Title Mr Mrs Miss Ms Other (please specify)

Home/business address

Postcode

Your last name

Your first names

Your telephone numbers and area dialling codes

Home

Mobile

Work

2 Mutilated note(s) details

Serial numbers (for part notes **only**)

Number of notes

£5

£10

£20

£50

£100

Value of notes

£

£

£

£

3 Further information about the mutilated note(s)

How were the note(s) damaged

Crime reference number (if applicable)

What happened to the missing portion(s) of the note(s)

4 Your declaration

If your claim is successful, payment will be made direct to your bank account. Please enter your bank account details below:

Account holder's name

Your branch sort code

Your account number

I declare that the answers given are true to the best of my knowledge.

Your signature

Date

5 Next steps

This form and the mutilated note(s) should be sent to:

BOS Help Desk, G4S Cash Services, 70 Milnbank St, Glasgow, G31 3AL

Please note: Damaged notes should be forwarded by Security Carrier **OR** sent by post at the applicants cost and risk.