



Did you know you can do  
your banking essentials at  
the Post Office?

Let's go forward

 **BARCLAYS**

If you have a personal or business account with us, you can do the following at your local Post Office.

Withdrawing cash using your card and PIN



Paying in cash using your card and PIN



Check your balance using your card and PIN



Pay in cash using a pre-printed paying-in slip



Paying in cheques using a pre-printed paying-in slip and deposit envelope



Many Post Offices also have cash machines, so you can withdraw money and check your balance there. If there are any charges, it'll say so on screen.

# How it works

## Viewing your balance, withdrawing money and paying in

You can check your balance, withdraw cash and pay money into your account at the Post Office counter. Depositing cash via your card will clear the same working day. The staff will ask you to confirm it's your account by putting your card into the reader and entering your PIN.

You can also pay money into your account using a pre-printed paying-in slip. You just need to hand the cash and the completed slip to the Post Office staff. The money can take up to 2 working days to reach your account if you pay in this way<sup>1</sup>.

If you're a personal customer and don't have a debit card and PIN, we can arrange for you to withdraw up to £100 per day at specific Post Offices. Talk to us today to learn more.

Whatever you do, the Post Office will be able to provide a full receipt.

## Cheques

To pay cheques in at the Post Office, you'll need a pre-printed paying-in slip and a cheque deposit envelope. Fill in all of the details and hand it to the Post Office staff. Cheques deposited this way will take 2 days to reach your account.

You'll find pre-printed paying-in slips at the back of your chequebook. You can order them and the envelopes by calling 0800 169 3091 or by speaking to us in branch. This is the only way to get the correct slips – you can't get them at the Post Office.

If this way of banking doesn't suit you, talk to us in branch today, or go online to [barclays.co.uk/ways-to-bank](https://www.barclays.co.uk/ways-to-bank) (or for Business customers, it's [barclays.co.uk/business-banking/ways-to-bank](https://www.barclays.co.uk/business-banking/ways-to-bank)).

You can get this in Braille, large print or audio format by calling **0800 400 100** (via Text Relay or Next Generation Text Service if appropriate). You can also call us via SignVideo – visit **[barclays.co.uk/signvideo](https://www.barclays.co.uk/signvideo)**

<sup>1</sup>Fees will apply for Business transactions. Please refer to your account terms and conditions. Calls may be recorded for quality and training purposes.

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