

Instruction form for cheques



If you have received a cheque, please use this form to submit the cheque to us. You must submit a separate form for each cheque. Please fill in this form digitally. If you prefer to submit a handwritten form, please use capital letters.

On the next page, you will find requirements that will help you determine whether your cheque can be accepted. How you endorse the cheque and send it to Rabobank, you will also find on this page.

Details account holder

Name _____
Address¹ _____
Postal code and city _____
Account number² **NL RABO** _____
E-mail address³ _____

Information on the cheque

Currency _____ Amount _____
Your own reference⁴ _____

By signing this form, you accept the Rabobank's 2017 General Terms and Conditions for Processing of Cheques and our General Banking Terms and Conditions.

Signature _____ Date _____

1. We will use this address to return a cheque if we cannot process it for you.
2. Please fill in the account number that belongs to the beneficiary on the face of the cheque.
3. We use your e-mail address to confirm that we have received the cheque and to inform you if a cheque is reported as unpaid.
4. A reference is a brief notation that you can recognise. Use up to 16 characters consisting of numbers and/or letters.

Instruction form for cheques



Checking a cheque

Check the cheque carefully before you submit it. The points below will help you determine whether your cheque can be accepted:

- The place of issue is shown on the cheque.
- The date of issue is shown on the cheque and this is a date in the past.
- The signature of the drawer is on the cheque.
- Your name or company name is entered as the beneficiary on the face of the cheque. Please note: the cheque may not be transferred to you by means of an endorsement by the first beneficiary.
- You or your organisation has a current account at Rabobank.

If your cheque does not meet all these requirements, it will not be accepted by us or the drawee.

Ask the party that has to pay you to use a different method. This also applies if you have doubts regarding the validity of a cheque or the way in which you have received a cheque. If you accept a cheque and it turns out to be false, you are liable for the loss incurred.

Submitting the cheque

Endorse the cheque in favour of Rabobank. On the reverse of the cheque, write the following:

- for me/us to the order of Coöperatieve Rabobank U.A.
- the date
- your place of residence or the residence of your company
- your company stamp, if applicable
- your signature

The address you should send the cheque to

Make a copy of the cheque and keep it in your records. Send the original cheque along with this completed and signed form to:

Rabobank
Postbus 2191
3500 GD Utrecht

Make sure that you have attached sufficient postage to the envelope containing your cheque(s). Whether you use recorded delivery or not is up to you. Rabobank is not liable for losses arising due to loss of or damage to the cheque during dispatch.