

Foreign Cheque Encashment Form

Travelex

worldwide
money

Please ensure all relevant field are completed

1. Customer Details – This section must be completed by the customer

Full Name	
Phone Number	
Email Address	
Residential Address	
Suburb	
State	
Post Code	

Origin of Cheque

Do you know the person/entity who gave you this cheque? Yes ☐ No ☐

Please Provide reason for this cheque e.g. dividends, inheritance

Banking Details - You must provide details of Australian bank account to receive payment for your cheque

Bank Account Name	
BSB (6 digit)	
Bank Account Number	
Bank Name	

I confirm that I have read the Foreign Cheque Encashment Terms and Conditions and agree to them. I also confirm that the bank account details provided above are correct and I own this bank account.

Customer Signature	
Date	

2. Internal Use Only – This section must be completed by Travelex staff

Foreign Currency	
Foreign Amount	
Date on the cheque	
Staff PID	
RTS Transaction ID	

Staff Checklist

- ☐ Customer signature is on back of the cheque
- ☐ Both sides of the cheque have been scanned
- ☐ The cheque is current (not less than 6 months old)
- ☐ Pre-defined date is at least 12 weeks in future (do not accept the cheque if this date is less than 12 weeks away)
- ☐ The currency and country drawn are same
- ☐ Bank account ownership to receive funds has been verified