

# **TAKING OUT MONEY FROM A CASH MACHINE**

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# How to use a cash machine to take out money:



**1. Put your Bank Card  
in to the machine.**



**2. The machine may ask  
which language you  
want to use.**

# How to use a cash machine to take out money:



- 3. Put in your secret Bank Card PIN.  
Be careful!  
Make sure that no-one can see you  
do this.  
Check that no-one is watching you.**

# How to use a cash machine to take out money:

- 4. The screen on the machine will give you a list to choose from:
  - Cash
  - Cash with a receipt
  - Balance
  - Mini-statement
  - PIN servicesThe words may not be exactly the same as the ones here. They can be different on different machines. You have to press the button alongside the one you choose, e.g. 'Cash'



# How to use a cash machine to take out money:

- 5. The screen on the machine will then ask how much you want. These might be:
  - £10
  - £20
  - £50
  - £100
  - £200
  - Any other amountThe smallest amount you can take out from a cash machine is £10. The most you are usually allowed to take out each day is £300 for each Bank Account you have. Usually you can not take out any more than what is in the Account.
- Be careful!
- Some Accounts WILL let you take out more money than you have. But they may then charge you interest or a fee.





# How to use a cash machine to take out money:



- **6. You then need to wait for a few moments.**  
If you do not have enough money in your Bank Account the machine may say 'Insufficient Funds' and will then give you back your Bank Card OR it may ask you to take out a smaller amount of money. For example you can ask for £10 instead of £20.
- **If you DO have enough money in your Bank Account, the machine will say your money is being counted and will then give you back your Bank Card.**
- **Important!**
- **You MUST always remember to take the Bank Card out of the machine and keep it safe.**

# How to use a cash machine to take out money:

- 7. Next, you take your money when it comes out of the machine.



**Take it**



**Take care to  
keep it safe!**

# How to use a cash machine to take out money:



- 8. If you asked for a receipt you need to wait for this.
- Take it with you when you go.



**At any time you can press 'Cancel' to return your card.**



# Sources:

1. [www.banking.making-money-easier.info](http://www.banking.making-money-easier.info)
2. K. Kaufman, M. Kaufman “Happy English.ru-10” Students’ Book, Unit 1.