

nabbusiness

Express Business Deposit

Preparation instructions



For simple, convenient depositing, just follow these easy steps to prepare your deposit. Keep as a handy reference.

Your bag may not be processed if it is not correctly prepared in accordance with these instructions. Torn or damaged bags must not be used. Keep bags away from direct sunlight and heat. Bags are recyclable.

1. Separate your notes, coins and paper items.



Correct note preparation:

- Incomplete or badly damaged notes must not be included in the bag.
- Sorted by denomination and notes face same direction.
- Completely flattened.
- Notes bundled and held together by a **single** rubber band.
- Free of paper clips, pins or staples.
- Notes must not be contained in separate enclosures.



- Coins are bagged by denomination, except when deposited at **Capital City Branches** which require coins be placed loose in the cash section and not contained in plastic bags.
- **Total** coin not to exceed \$300, **maximum** amount of silver content **cannot** exceed \$100.



Paper items are to be **flattened** and arranged **face up** in the following order:

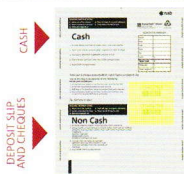
- Deposit Slip (or EBD Credit then EBD Cash Slip for customers using Express Business Deposit books) on top with barcode, account number and amount visible from the outside of the bag.
- Cheques/money orders next.
- Merchant Slip and Deposit Listing on bottom.
- Foreign currency and travellers cheques must not be included.
- Paper items must also be completed using a blue or black ink, ball-point pen.

2. Complete the DEPOSIT SUMMARY section in full in ink.



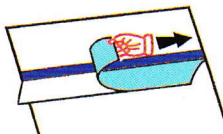
- Record the detailed cash breakup by denomination.
- Record the total coin amount, total cash amount, total cheques amount and total deposit amount where indicated on the bag.
- Ensure that the total cash amount recorded on the bag matches the total cash figure on your deposit slip.

3. Place notes and coins into the top compartment of the bag and your completed DEPOSIT SLIP and cheques into the bottom compartment.



- **Every** deposit must contain a completed Deposit Slip (or EBD Credit and EBD Cash Slip for customers using Express Business Deposit Books).
- Remember to place your Deposit Slip on **top** of your paper items with the **barcode**, **account number** and **amount** fully **visible** from the outside of the bag.
- Cheques are required to be facing the same direction.
- Paper items are to be free of any staples, pins or paper clips.
- Only approved third party cheques will be processed.

4. Seal each compartment of the bag by peeling off the tape to expose the adhesive strip to ensure a tight seal.



- Work on a flat surface.
- Expel air from the bag before sealing.
- To seal the cash compartment peel off the light blue tape to expose adhesive and press dark blue tape down firmly.
- To seal the cheque compartment peel off the light blue tape and press down firmly.
- Correct sealing of the bag is vital to the security of your bag.
- Sticky tape may not be used to seal any compartment of your bag.
- Do not pierce holes in the bag.

5. The bag number is duplicated on the tear-off strip at the top of the bag on the Customer Record and Acknowledgement. Retain the Customer Record for your own reference.



- You should write the details of your deposit slip on this strip.
- The Acknowledgement is for customers or authorised carriers (acting on behalf of customers) to request acknowledgement.
- The deposit is subject to verification and correction by NAB.

Your deposit is now ready for lodgement at any NAB Branch.