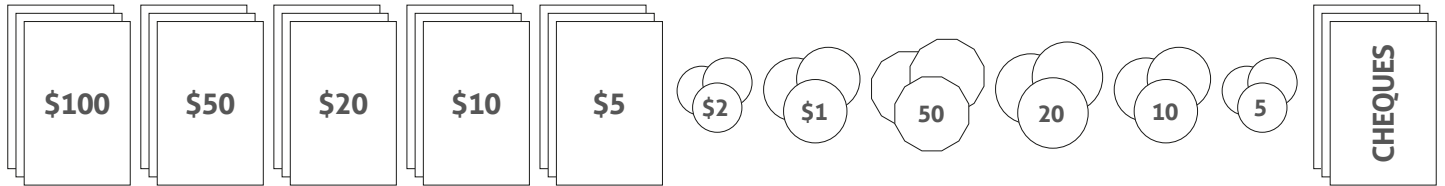




Easy guide to complete a Business Express Deposit bag

Step 1: Sort and count cash and cheques

Count your cash and cheques and make sure you organise by denomination as shown below.



Step 2: Complete deposit details

Complete the deposit slip. All sections must be populated. The deposit slip must be included in your BED bag and inserted in the section of the bag marked for non-cash items.

Your details: Record your name and contact number (in case we need to reach you)

Westpac Banking Corporation ABN 33 007 457 141

DFL (07/19)

DEPOSIT

Date 16 / 10 / 21

Branch/Bank where account is held Martin Place

Paid in by (print name) John Citizen Signature JC

Daytime phone no. (02) 1234 5678

For CREDIT of (account name) ABC Pty Ltd

Branch BSB no. / Acc. no. 123123 123456

Cash \$ 350.50

Cheques \$ 1756.95

Transfer fee \$.02

TOTAL \$ 2107.45

BSB number 123123 Account number 123456

When completing the deposit slip, use black or blue ink only and write clearly.

Cash: Total notes and coins being deposited.

Cheque(s): Total value of cheque(s) and Cheque details to be completed overleaf. If more than 5 cheques, include a cheque listing.

Total: Total amount of the deposit = cash plus cheque(s).

No. of cheques: Record total number of cheques.

Serial: Add number if required.

BSB & Account number: Record account details.

Complete all sections on the BED bag.

Account Name: ABC Pty Ltd

BSB: 123123

Account: 123456

Serial Number (if required): 123549

Person Preparing Deposit: John Citizen

Contact Name (if different):

Contact Number: (02) 1234 5678

Cash Summary	
\$100	\$ 200.00
\$50	\$ 100.00
\$20	\$ 20.00
\$10	\$ 20.00
\$5	\$ 10.00
Total Notes	\$ 350.00
Total Coin	\$.50
Total Cash	\$ 350.50

Non Cash Summary	
Non Cash Total	\$ 1756.95

Total Deposit \$ 2107.45

Notes/coin breakup

Total Cash: Total of notes and coin. This should match the "Cash" figure on your deposit slip/listing.

Total Amount Deposited: This is total cash plus non cash and will match the "Total" amount on your deposit slip.

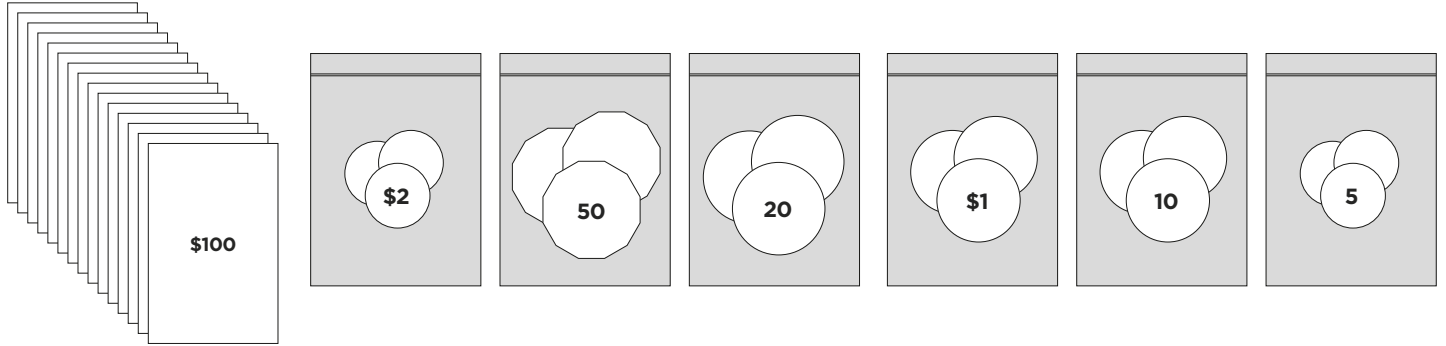
- Ensure account details are recorded on the front of the bag. These details should be the same as what you have provided on the deposit slip.



Step 3: Place deposit in the BED bag and seal

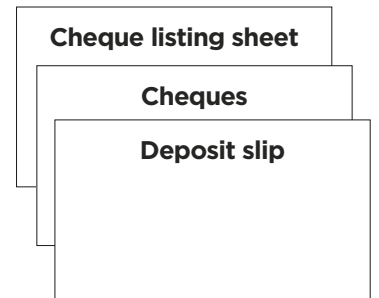
Cash Items.

- Place your cash (notes and coins) in the Cash Only section of the bag. Please ensure the coins are separately bagged in denominations.



Non Cash Items (Cheques).

- Place the Cheque listing (if required), Cheques and the deposit slip on the top (in this order) in the Non Cash section of the bag.
- Seal the Cash Only and Non Cash sections by peeling off the release liner.



Step 4: Lodge your BED bag

You can lodge a BED bag by visiting your local branch. For full details, please refer to the Business Express Deposit service Terms and Conditions available at westpac.com.au/beds.