



## Process for Requesting Approval of Privately Printed Vouchers

The privately printed voucher approval process is as follows:

### 1. Complete the 'Order for Specially Printed Cheques/Deposits' form.

The form should be completed by your printer and signed by an authorised signatory to your bank account. The form must be typed or legibly handwritten.

A separate order form must be completed for each account.

If the vouchers:

- involve new or revised artwork, all steps in this process must be followed.
- are reprints using the same artwork as was used in a previous print, an order form must be completed and only steps five to seven of this process need to be followed. In the case of a reprint, the Design Approval Number (DAN) previously granted for the artwork must be quoted on the order form.

### 2. Prepare the voucher's artwork. Your printer will do this for you.

### 3. Send the original, signed and completed order form and a copy of the voucher artwork with your account name, BSB and account number noted on the artwork to:

Westpac Banking Corporation  
ABN 33 007 457 141  
Specially Printed Cheques

🏠 Level 32, Tower 8, Parramatta Square  
10 Darcy Street  
Parramatta NSW 2150

☎ 1300 650 041

📠 (02) 9055 1916

✉ speciallyprintedcheques@westpac.com.au

Alternatively, you can deliver these documents to any of our branches.

## Process (continued)

### 4. If the artwork is approved, your vouchers will be issued with a Design Approval Number (DAN).

The original order form will be mailed to your printer along with this confirmation within 72 hours.

If the artwork is rejected, your printer will be advised of the corrections that must be made prior to the artwork being submitted for re-evaluation.

### 5. Prepare sample vouchers. Your printer will do this for you.

The number of perforated sample vouchers required depends on the number of vouchers you are having printed.

- Up to and including 36,000 vouchers – 4 sample vouchers are required.
- Over 36,000 vouchers – at least two samples are required for each 6,000 vouchers.

Where the vouchers form part of a system which have attachments, such as butts or duplicated copies, one complete untrimmed set is required in addition to the other samples.

### 6. Send the original order form and the sample vouchers to:

Westpac Banking Corporation  
ABN 33 007 457 141  
Specially Printed Cheques

🏠 Level 32, Tower 8, Parramatta Square  
10 Darcy Street  
Parramatta NSW 2150

☎ 1300 650 041

📠 (02) 9055 1916

✉ speciallyprintedcheques@westpac.com.au

Alternatively, you can deliver these documents to any of our branches.

### 7. If the sample vouchers are approved, you will be issued with a Print Approval Number (PAN).

A letter will be mailed to your printer with this confirmation within 72 hours.

If the sample vouchers are rejected, your printer will be notified of the corrections that must be made before submitting the vouchers for re-evaluation.

Cheques and deposit slips must not be used until a Print Approval Number (PAN) has been issued.

