

High Yield Investment Account Series 4



How to make a transfer from / to the High Yield Investment Account

- After Westpac receives completed account opening documentation, each Agency will receive an "Identification Number" (ID Number) and instructions on how to calculate the "Security Code" through the mail.
- The ID Number is a unique confidential identifier for each Agency. The Agency will be required to key in their ID Number each time a transfer is performed. It is extremely important that the ID Number is appropriately safeguarded within each organisation.
- The Security Code, which must be keyed each time you wish to transfer funds from the HYIA to the Operating Account, is calculated by adding together, 1) the Agency's ID Number, 2) the amount of the transfer and 3) the date of request.

An example of how to calculate your security code is given below:

ID Number (e.g.) 12345
 Amount of Transfer \$20,000.00
 Date of Request 16/09/05

Calculate $12345 + 2000000^* + 16 + 9 + 05$
 SECURITY CODE = 2012375

* This item is simply the amount of the transfer leaving out the decimal point and including cents.

For assistance with initial transaction (calculation of Security Code) or any other matter, please do not hesitate to contact Government Enquiry Team on (03) 9608 3058.

- To perform a transfer, Agency's will be required to access the HYIA Internet Transfer application located at URL address: <https://pnpnet.qvalent.com/hyiaivc>.

With the HYIA Internet transfer application, the best browsing experience will be gained from using at least Microsoft Internet Explorer 5.01 with 128 bit encryption (or a browser with equivalent security standards).

- Once access to the HYIA transfer application has been achieved (using the above link), the initial screen will require the ID Number, the amount to be transferred and Security Code to be successfully keyed before proceeding with the transfer. At this stage of the transfer, three failed attempts at the logon screen will suspend the Agency. To reactivate a Agency, please contact HYIA Enquiry Line on telephone (03) 9608-3058.
- Successfully negotiating initial logon screen will enable the Agency to proceed to the Main Menu. Here you select the type of transfer you want to perform i.e. a) from HYIA to Operating Account or b) from Operating Account to HYIA.
- After selecting the type of transfer, the following screen will allow you to check bank account details and amount of transfer. Account details are hardcoded to the Agency's ID Number and cannot be amended over the Internet. If you are satisfied the details are correct, select "Submit" button to proceed.
- The next screen will display a warning message to ensure you do not submit a transfer that does not have sufficient funds available in the "from" account. Selecting the "Submit" button on this screen will schedule the payment and provide you with a printable receipt.
- Same day value transfers can be initiated Monday to Friday, up to 4:00pm. Any transfer completed after 4:00pm will be processed next business day. A printable receipt will be available after completing a transaction providing full audit trail.
- Access to funds that have been transferred between the HYIA and Operating accounts will not be available until following day of scheduled date of transfer. The value / transaction date appearing on the Agency's bank statement will be that of the scheduled date of transfer as it appears on the receipt.

If at any time you wish to change the details relating to your nominated Operating account, you must complete the "Amendment of Operating Bank Account" form, and send to:

Government Enquiries
Global Transactional Banking
Westpac Institutional Bank
Level 10, 360 Collins Street
Melbourne Vic 3000

If at any time you wish to change signatories to the HYIA, you must complete the "Amendment of Signatories to the HYIA" form, and send to:

Government Enquiries
Global Transactional Banking
Westpac Institutional Bank
Level 10, 360 Collins Street
Melbourne Vic 3000

If you do not have a copy of these amendment forms, please contact HYIA Enquiry Line on (03) 9608-3058.