

Providing term deposit maturity instructions.

Follow this guide to provide maturing instructions for your term deposits. You will receive a message through Corporate Online when maturity instructions can be provided for a Term deposit.

To perform this procedure, you require **Creator** access to the **Manage term deposits** feature then be an **Authoriser** to confirm the instructions.

Getting started

- From the left-hand menu, select **Deposits > Manage > Term deposits**.

- Select the Term Deposit and select **Update maturity instructions**.

Entering maturity instruction details

- Complete the details as follows:

- Select a Maturity instructions option from the list.
- To reinvest some funds, select if you want to add additional funds and enter the amount to add and select an account to debit for the additional funds.
- To reinvest only part of the principal, specify the amount to be reinvested (minimum \$5,000.00)
- To reinvest some funds, specify when you want the term deposit to mature by selecting a **Term** or specifying a **Maturity date**. Specify when interest is to be paid where applicable.
- To disburse some or the entire principal, specify the **account to receive the principal**. Select to save the account for future use with this deposit.
- To disburse interest, specify the **account to receive the interest**. Select to save the account for future use with this deposit.
- Select **Continue**.

Quote details

Quote summary	
Customer name:	Organisation name
Task type:	Maturity instructions 032000 1234
Deposit held as security:	No
Deposit amount:	\$104,655.01
Lodgement date:	Thursday, 13 December 2018
Maturity date:	Sunday, 13 December 2020
Term:	731 days
Interest payment frequency:	Yearly and at maturity
Interest rate:	6.000% as at 15:29 AEDT (13 Dec 2018)
Interest estimate:	\$8,503.61

4. Review and select (where applicable) the interest rate to apply to the reinvested amount and select **Accept rate**.

Confirmation

Maturity instructions are now ready for authorisation. Depending on the Authorisation model used by your Organisation for Term Deposits “single” or “dual” authorisation may be required.

Deposit details	
Customer name:	Organisation name
Account details:	032000 1234 Term Deposit
Amount:	\$104,655.01
Lodgement date:	29 January 2015
Term:	1414 days
Quote reference:	COL-29032016-00003
Interest payment frequency:	At maturity
Interest estimate:	\$5,088.68
Tax file number / Exemption:	Not provided *

Term deposit maturity instructions	
Instruction on maturity:	Reinvest all principal and interest
Reinvestment amount:	\$ 104,655.01
Lodgement date:	13 December 2018
Maturity date:	13 December 2020
Term:	731 days
Interest payment frequency:	Yearly and at maturity
Interest rate:	6.000 %
Quote reference:	COL-13122018-00001

Term deposit cut-off time information	
To take effect today this request must be fully authorised by 23:59 AEDT on 13 December 2018	

Additional information	
Status:	Unauthorised
Created by:	J. Citizen
Date and time:	13 December 2018 15:29 AEDT

* Tax file number (TFN) / Exemption or Australian Business Number (ABN) was not provided when this Term Deposit was first opened.

5. Where your access allows, review the term deposit details, and then select **Authorise now**.

Corporate Online updates the status of the term deposit and displays the **Authorise** list. If the maturity instructions are displayed with a status of ‘Part authorised’, ask another user to sign-in and second authorise the maturity instructions by selecting **Authorise** from the left-hand menu.