

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

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

Manage term deposits

List of current term deposits ?

View and manage current term deposits. To sort term deposits, click the field name you want to sort by (e.g. Account number & description). To view individual term deposit details, click the Account number and description link.

Results 1 to 6 of 6

Account number & description ▲	Amount	Maturity date	Status
032697 10 Term Deposit *	5,555.00	13 Dec 2018	Current
032697 10 Term Deposit	666,666.00	13 Dec 2018	Current

An asterisk * indicates maturity instructions are yet to be provided. Status descriptions

Update maturity instructions | Print preview

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

Entering maturity instruction details

Deposit details

Customer name: Chair Services Pty Ltd
 Account details: 032697 108 Term Deposit
 Amount: \$5,555.00
 Lodgement date: 29 January 2016 Maturity date: 13 December 2018
 Term: 1049 days Interest rate: 0.600 %
 Quote reference: COL-29032016-00001
 Interest payment frequency: At maturity
 Interest estimate: \$95.79
 Tax file number / Exemption: Not provided *

Enter term deposit maturity instructions

Select instruction at maturity: -- Choose -- What reinvestment options are available?

* Tax file number (TFN) / Exemption of not provided when this Term Deposit

Continue

3. 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:	Chair Services Pty Ltd
Task type:	Maturity instructions 032697 108
Deposit held as security:	No
Deposit amount:	\$5,650.79
Lodgement date:	Thursday, 13 December 2018
Maturity date:	Thursday, 27 December 2018
Term:	14 days
Interest payment frequency:	At maturity
Interest rate:	0.600% as at 10:58 AEDT (13 Dec 2018)
Interest estimate:	\$1.30

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

Confirmation

Deposit details			
Customer name:	Chair Services Pty Ltd		
Account details:	032697 108 Term Deposit		
Amount:	\$5,555.00		
Lodgement date:	29 January 2016	Maturity date:	13 December 2018
Term:	1049 days	Interest rate:	0.600 %
Quote reference:	COL-29032016-00001		
Interest payment frequency:	At maturity		
Interest estimate:	\$95.79		
Tax file number / Exemption:	Not provided *		

Term deposit maturity instructions	
Instruction on maturity:	Reinvest all principal and interest
Reinvestment amount:	\$5,650.79
Lodgement date:	13 December 2018
Maturity date:	13 December 2020
Term:	731 days
Interest payment frequency:	Monthly and at maturity
Interest rate:	5.990 %
Quote reference:	COL-13122018-00001
Account to receive interest:	032000 431 Account A

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.

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.