

## Opening a term deposit.

Follow this guide to open a new Term Deposit.

To perform this procedure, you require **Creator** access to the **Get quotes for Term deposits** and **Manage Term deposits** features and be an **Authoriser** to confirm the opening of the deposit.

## Getting started

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

**Manage term deposit quotes**

**List of quotes**

Use this screen to request and manage interest rate quotes for term deposits. To request a new quote, click on the **Get a new quote** button. To view details of a quote, click the **Amount** link.

**Results** 1 to 1 of 1

Amount	Task type	Indicative rate	As at	Term	Maturity date	Status
<a href="#">50,000.00</a>	New term deposit	0.900%	09:07 AEDT(13 Dec 2018)	14 days	27 Dec 2018	Pending

[Resume an existing quote](#) [Get a new quote](#)

2. Complete one of the following:

- To obtain a new interest rate select **Get a new quote**.
- To accept an existing quote created today by either your organisation or the Bank on your behalf, select the quote and select **Resume an existing quote**.

## Entering quote details

**Manage term deposit quotes**

**Enter quote details**

Enter the details of the term deposit, then click the **Get a quote now** button. All information with an asterisk \* is mandatory.

Select a customer name and indicate if Term Deposit is held as security for a loan

\* Customer name:

\* Will this deposit be held as security for a loan?  Yes  No

**Quote details**

\* Lodgement date: Monday, 6 September 2021 [What lodgement dates are available?](#)

\* Enter deposit amount: \$

\* Select maturity:  Term OR  Date  [Calendar](#)

Select when interest is to be paid:  [What interest payment options are available?](#)

3. Complete the details as follows:

- Select the **Customer name** for the term deposit where available.
- Indicate if the term deposit is held as **security** for a loan.
- Where available, use the **Calendar** to select a **Lodgement date**.
- Enter the deposit **Amount** (minimum \$5,000)
- Select a **Term** from the list or use the **Calendar** to select a specific maturity **Date**.
- Where available select when **Interest is to be paid**.
- Select **Get a quote now**.

## Quote confirmation

Quote summary	
Customer name:	Chair Services Pty Ltd
Task type:	New term deposit
Deposit held as security:	No
Deposit amount:	\$50,000.00
Lodgement date:	Tuesday, 7 September 2021
Maturity date:	Thursday, 7 September 2023
Term:	730 days
Interest payment frequency:	Yearly and at maturity
Interest rate:	4.000% as at 17:38 AEST (6 Sep 2021)
Interest estimate:	\$4,000.00
Term deposit cut-off time information	
To open a term deposit at this interest rate, it must be accepted now. The term deposit request must be fully authorised by 23:30 AEST on 7 September 2021.	
Additional information	
Created by:	D Bean
Date and time:	6 September 2021 17:38 AEST
<input type="button" value="Cancel"/> <input type="button" value="Save and resume later"/> <input type="button" value="Print preview"/> <input type="button" value="Accept rate"/>	

4. To accept the rate quote and create a request to open a Term deposit, select **Accept rate**.

## Entering deposit details

Step 1 - Enter deposit description							
Deposit description:	<input type="text"/>						
Step 2 - Enter or update address for correspondence							
Street or Post office:	<input type="text" value="10 Main Street"/>						
City:	<input type="text" value="Sydney"/>						
State:	<input type="text" value="NSW"/>						
Country:	<input type="text" value="Australia"/>						
Postcode:	<input type="text" value="2000"/>						
Step 3 - Security details							
Deposit held as security?	<input checked="" type="radio"/> No - go to next step. <input type="radio"/> Yes - enter loan details: <input type="text"/>						
Step 4 - Trust details							
Deposit held in trust?	<input checked="" type="radio"/> No - go to next step. <input type="radio"/> Yes - please continue If <b>Yes</b> , is the account held by an exempt superannuation fund, the Commonwealth, a State, a Territory, a public authority or a local government body?  <input checked="" type="radio"/> Yes - go to next step. <input type="radio"/> No - please give the name and address of each trustee:						
	<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Name	Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Address						
<input type="text"/>	<input type="text"/>						
<input type="text"/>	<input type="text"/>						
	Are the beneficiaries of the trust referred to as a group? <input checked="" type="radio"/> No - go to next step. <input type="radio"/> Yes - enter name of the group: <input type="text"/>						
Step 5 - Quotation of Tax file number / Exemption or Australian Business Number							
Quoting the number is not compulsory, if you choose not to quote your Tax file number (TFN) / Exemption or Australian Business Number (ABN) you may be charged withholding tax on interest earned on this Term Deposit. For more information about Tax file number (TFN) / Exemption or Australian Business Number rules, please contact your local Australian Taxation Office. NB: An Australian Business Number may only be provided for a business use account.							
Exemption code / TFN / ABN: <input type="text"/>							

5. Complete the details as follows:

- Enter a **Deposit description** for the term deposit.
- Confirm or update the **Address for correspondence**.
- If this term deposit is to be held as **security** for a loan, enter the loan details.
- If this term deposit is to be held in **trust**, enter the trustee details.
- Enter your organisation's **Tax file number, Exemption or Australian Business Number** as applicable.
- Select **Continue**.

Continue

**Step 6 - Enter Account to receive interest**

Select account:

**OR**

Branch number	Account number	Account name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter account details:

Save account details for future use with this Term Deposit

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**Step 7 - Select how you will be funding the term deposit principal**

What funding options are available?

Debit Westpac account:

Electronic funds transfer

BPAY

Cheque

6. Complete the details as follows:

- Where interest is to be paid Monthly or Yearly enter the details of the **account to receive interest** payments. Select to save the account for future use with this Deposit.
- Select how you intend to **fund the principal** of this term deposit. If you chose to debit a Westpac account, select an account.
- Select **Continue**.

Continue

## Deposit confirmation

**Authorisation and acknowledgement**

By clicking **Authorise now** you agree to open a business term deposit for the above Customer, on the above terms, with the above features and agree to the [Term Deposits for Business Customers Terms and Conditions](#).

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**Term deposit cut-off time information**

This term deposit must be fully authorised by 23:30 AEST on 6 September 2021

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**Additional information**

Status:	Unauthorised	Date and time:	6 September 2021 08:20 AEST
Created by:	D Bean		

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

7. Where your access allows, review the term deposit details, accept the Terms and Conditions, and then select **Authorise now**. Corporate Online updates the status of the term deposit.

If your organisation requires single authorisation, **Funding instructions** is displayed (see below). If your organisation requires dual authorisation, **Pending tasks** is displayed. Ask another user to sign-in and second authorise the Term deposit by selecting **Authorise** from the left-hand menu.

## Funding instructions

**Authorise**

**Funding instructions** ? Help

The account details for your term deposit are displayed. Please follow the funding instructions to ensure the term deposit is opened on the lodgement date.

**Deposit account details**

The account number allocated to your term deposit is: 032-001 378  
Confirmation will be sent to the address specified once the principal is received and the term deposit opened.

**Debit Westpac account**

The Bank will debit your account 032000 431 Account A on 7 September 2021 for \$50,000.00. Please ensure funds are available

**Viewing this term deposit in Online Accounts**

If your Organisation has access to Online Accounts, this term deposit will be added to the accounts made available for viewing. However, it will not be visible to users until it has been assigned to at least one account group in Administration by your organisation's Corporate Online Administrator(s). For more information on how to do this, Administrators should refer to the user guides.

[Go to list of term deposits](#) [Print preview](#)

Where you selected to fund the principal of the term deposit yourself, please follow the instructions on screen to ensure the principal is received by the Bank on the lodgement date. Where you nominated an account for the Bank to debit the principal from, please ensure enough funds are available.

The process to open a Term Deposit is now complete. The term deposits will be displayed with a status of "Pending" on the **Manage > Term deposits** screen until the principal is received and applied to the deposit when the status will change to "Current".

Your Organisation **Administrators** will receive a secure message to let them know the Term deposit is available to assign to account group(s) to view in Online Accounts.