



Cash and Cheque Depositing

NAB deposit books can be used for making over-the-counter cash and/or cheque deposits at both Australia Post outlets with Bank@Post services, or any NAB branch.

Please note, all coins need to be counted and bagged by denomination prior to depositing.

Step 1: Locate the relevant Deposit Book

- Locate the Deposit Book which you will be using for the deposit transaction (e.g., General Corps Banking, Red Shield Appeal, Self Denial Appeal etc.)
- Note: The Account Title will be written on the deposit slip, as per image below

Step 2: Count Coins

- Count and total the amounts that will be deposited, ensuring all coins are bagged by denomination.

Step 3: Complete Deposit Slip

- Complete the NAB deposit slip as marked on the sample image below:
 - Section 1 (Cash Tendered): Record totals of the Cash and coin per denomination
 - Section 2 (Cash): Record the total from the Cash Tendered section
 - Section 3 (Total cheques): Record the total value of cheques (Note - on the back of the deposit slip you can record cheque details for future reference)
 - Section 4: Insert the Grand Total from sections 2 and 3

Account Title

Cost Centre/
Agent Number

Account Number

Step 4: Deposit Money Over the Counter

- Take the cash and cheques along with your deposit slip/s to complete an over the counter deposit at either an Australia Post outlet that supports Bank@Post, or any NAB branch.

Step 5: Complete Bank Receipting Form

- Instructions to complete the bank receipting form can be found in the Bank Receipting Toolkit (<https://salvosau.sharepoint.com/sites/SUP1666Toolkit/SitePages/Accounts-Receiveable.aspx>)
- This form is used to record Corps/Centre banking (cash/cheque) and EFTPOS end-of-day totals, allocate them to the appropriate income accounts and match deposits in the TSA bank accounts.



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