



# 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

Deposit Receipt

nab 330 COLLINS ST BRANCH MELBOURNE VIC

AUSTRALIA POST DEPOSIT

\*900 05083004 987905165 09 0509999

Date / /

Account name

No. of Items

National Australia Bank Limited ABN 12 004 044 937 will not be held responsible for delays in transmission. Where this deposit is lodged at a bank, branch or other authorised outlet other than shown above it will be transferred under the bank's internal procedure

Cash tendered

|        |     |
|--------|-----|
| \$100  | .00 |
| \$50   | .00 |
| \$20   | .00 |
| \$10   | .00 |
| \$5    | .00 |
| Coin   |     |
| Total  |     |
| Change |     |

Date / /

Cash 2

Total cheques 3

Amount

Teller & Stamp

for CREDIT of THE SALVATION ARMY (VIC) PROPERTY TRUST CENTRAL PROCESSING ACCOUNT BOOTH CORPS

\$ 4

Account Title

Cost Centre/ Agent Number

509999

BSB 083004 987905165

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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