



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 Banking Receipt Form

- Please share details of the deposit on the Volunteer Web App (under the menu heading “Banking Receipts”): <https://volunteer.salvos.org.au/>. You can also download the native app to your phone, search “Salvos Collector” on the app store. This form aids the reconciliation of deposits, and ensures your funds are processed to your Corps.