

NAB Express Business Deposit (EBD)

Quick Reference Guide



1 Count your cash, and use the totals to submit your Express Business Deposit (EBD) form online



<https://www.nab.com.au/common/forms/express-business-deposits>

- ✓ At the Store Number field, must select **YES** and always enter your **6-digit Cost Centre/Agent Number** for the deposit

- ✓ Complete one EBD form per bag
- ✓ Double-check the bank account and EBD bag# entered
- ✓ Enter your Salvos email address and retain your email acknowledgement as proof of deposit
- ✓ Must complete the online EBD form before taking the bag to the NAB branch

2 Add cash to EBD bag & seal

Ensure you adhere to the maximum coin limits so the bag doesn't break

3 Drop bag at an EBD collection point



nab.com.au/locations
Scan the QR code to find your nearest collection point

- ✓ Deposit your bag at EBD collection point as soon as possible after submitting your EBD online form
- ✓ If banking in branch, obtain deposit receipt for every EBD bag
- ✓ If using an automated EBD Deposit machine, retain the receipt as proof of deposit

4 Complete the relevant Bank Receiving Form

- ✓ For Corps General deposits, complete **Bank Receiving Form** via **Service Now**



- ✓ For **Red Shield** and **Self Denial Appeal** deposits, complete the Banking Receipts form **on the day of deposit** via <https://volunteer.salvos.org.au/>

Need to know:

- **Maximum \$300 in coins, \$100 in silver**
- **Cheques are accepted** in EBD bags
- **No minimum deposit amount** for TSA deposits
- **To order EBD bags**, visit <https://salvosau.sharepoint.com/sites/SUP0516Comms/SitePages/EBD-Order-Form.aspx>



Where I can get help: email bankingenquiries@salvationarmy.org.au