

FAST DEPOSIT BAGS

If you are an ANZ business customer and make cash deposits, you can save time with our secure, tamper-evident Fast Deposit Bags.

With Fast Deposit Bags you won't need to queue to make your deposit.

All you need to do is place the cash in a Fast Deposit Bag, along with a pre-printed deposit slip that has the name of an authorised signatory printed, or written, on it and drop it in one of our Fast Deposit boxes.

More convenient for you

You can drop your Fast Deposit Bag into a Fast Deposit box in any branch so you don't need to wait in a queue.

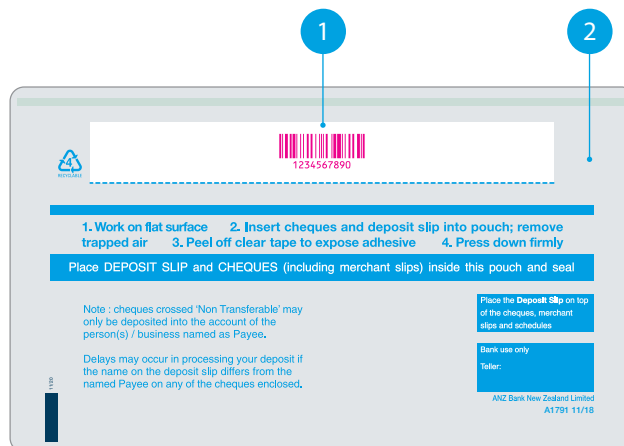
Almost 50 of our branches have 24/7 Fast Deposit boxes – find out which ones at anz.co.nz/businessdeposits

HOW TO ORDER BAGS

You can order bags easily online at anz.co.nz/businessdeposits

WHY USE FAST DEPOSIT BAGS?

Fast Deposit Bags hold your cash securely from the time you leave your premises, to the time your money goes into your account.

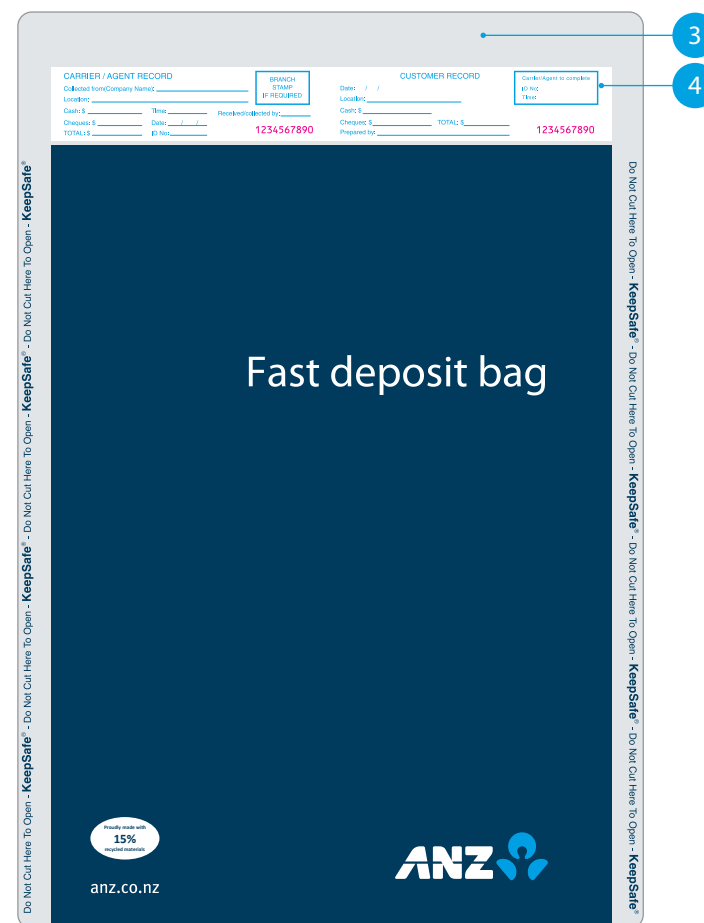


- 1 Security.** All bags are bar coded and tamper evident. They carry security seals that change colour if the seal has been interfered with. This alerts you and our staff to any tampering.
- 2 Simple.** The bags have a cash pouch for notes, coin lodgement and a pouch for paper items such as your deposit slip, merchant slips and deposit listing.
- 3 Reconciliation.** The bags contain a customer record slip, which you retain for your records and reconciliation.
- 4 Monitoring.** They are also uniquely numbered for easy identification and tracking.

As part of ANZ's commitment to environmental sustainability we're working towards increasing the percentage of recycled materials used in the creation of the bags.

Your business account is credited the same day

Deposits placed in a Fast Deposit box during banking hours will go into your business account the same day. Deposits made outside of banking hours will be processed on that branch's next working day. They cannot be used to deposit cash into personal accounts.



HOW TO PREPARE YOUR DEPOSIT

Below you'll find some more information on preparing a Fast Deposit Bag.

A Customer details:

- 1 Write down the **Company/Account name**.
- 2 Record the **contact name and phone number** of the person who prepared this deposit.
- 3 Record the **date** of lodgement.
- 4 Record the **account number** to be credited.

B Cash summary:

- 5 Record the breakdown of denominations (if available) for **notes** contained in the bag.
- 6 Record the total amount for **coins**.
- 7 Enter the total **cash amount**.

The total cash amount should match the cash total on your deposit slip and your customer record.

C Deposit slip:

- 8 The **name of the business** and the **authorised signatory** (an individual who has authority to act on behalf of the business and is listed as a signatory on the account).
- 9 Record the **date** of lodgement.
- 10 Total amounts for **notes** and **coins**.
- 11 **Total deposit** amount.

ANY DISTORTION, DISCOLORATION OR WARNING APPEARING IN THE TAPE MAY INDICATE TAMPERING. DO NOT OPEN AND NOTIFY SENDER IMMEDIATELY.

INSTRUCTIONS:

1. Work on a flat surface.
2. Complete cash summary below.
3. Insert cash into pouch.
4. Remove trapped air.
5. Peel off printed tape to expose adhesive.
6. Press blue tape down firmly from centre to edges.

Place CASH ONLY inside this pouch and seal

Do not fill beyond this line

The authorised signatory's full name must be completed in the 'deposited by' field on the deposit slip included with the Bag.
Deposits will be credited on the business day received at ANZ.
All deposits are subject to verification and correction by ANZ.
Discrepancies will be debited / credited to your account under advice.
All applicable FEES associated with this deposit may be debited to your account.
All deposits are subject to the Fast Deposit Conditions of Use.

Company/Account Name: _____

Contact Name: _____

Contact Phone Number: _____

Date: _____

Account Number credited

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NZD Currency only

\$5	
\$10	
\$20	
\$50	
\$100	
Notes	\$
Coin	\$
Total Cash	\$

Total cash amount should match the cash total on the deposit slip.
Cash NOTES should be bundled flat in either full bundles or part bundles.

Remove all paperclips and staples before sealing the bag

TO OPEN Shake contents clear of line and cut here

ANZ

Deposit

Date: _____

Notes: _____

Coins: _____

Sub Total Cash: _____

Cheques as per reverse: _____

\$ _____

For credit of _____

Teller's initials and stamp

Proceeds of cheques unavailable until cleared. ANZ does not receive deposits marked for specific application. ANZ is not responsible for delays in processing this deposit.

HELPFUL TIPS AND HINTS

Notes and coins

- New Zealand currency only
- Sort by denomination, keeping notes flat
- Coins can be placed loosely in the bag
- Place notes and coins in top pouch

Paper items

- Remove any staples and pins from other paper items and arrange in this order (from top to bottom): deposit slip, merchant slips and deposit listing(s) (if any)
- Do not include cheques; including foreign currency cheques or travellers cheques

D Customer record:

- 1 Record the name of who **prepared** the deposit.
- 2 Record the **date**.
- 3 Record the **location** of deposit (branch name).
- 4 Record the **total amounts** for notes and coins.
- 5 Enter the **total deposit** amount.
- 6 Only detach this record if you do not require a **stamp** as your record of lodgement.

Lodgement:

- Place bag into the Fast Deposit box
- If you require a stamp on your customer record, please take your deposit bag to the service counter
- A secure carrier can pick up and deposit bags from your business. Please note that the use of a carrier is at your own risk and cost.

WANT TO KNOW MORE?

- We'll be happy to help. Just contact us on **0800 269 249** or speak to your Relationship Manager to find out how Fast Deposit Bags can assist your business.
- **Please note:** All deposits are subject to verification and correction by ANZ. Full details of terms, conditions and fees for the ANZ Fast Deposit Service are available from any branch of ANZ or at anz.co.nz/Businessdeposits.
- From 31 May 2021, cheques will no longer be accepted as a form of deposit. Cheques, foreign currency cheques and traveller's cheques will no longer be processed if they are included in a Fast Deposit Bag.

The diagram shows a Fast Deposit Bag with two main sections: CARRIER / AGENT RECORD and CUSTOMER RECORD. The CARRIER / AGENT RECORD section includes fields for Location, Cash, Cheques, and TOTAL, along with a date and time. The CUSTOMER RECORD section includes fields for Date, Location, Cash, Cheques, and TOTAL, along with a date and time. A BRANCH STAMP IF REQUIRED is also indicated. The forms are numbered 1 through 6, and a 'D' is marked for the Customer Record. The forms are attached to a bag with a 'Do Not Cut' label and a 'Fast Deposit Bag' logo.

OTHER PAYMENT OPTIONS

Whatever size your business is, ANZ has solutions to help make your banking easier.

Online

Consider having payments deposited directly in to your account instead. You can register as a Bill Payee so anyone wanting to make a payment directly from their personal Internet Banking system to you, can search for your name and process their payment quickly. You don't need to provide a bank account number to the customer as it's already in the system. If you have ANZ Internet Banking or goMoney, you can also set up alerts to let you know when a deposit has been made to your account. In ANZ Internet Banking and goMoney, you can create and approve payments for accounts that require more than one authoriser. You can also create and authorise tax payments.

If you need help with your banking (including getting set up for ANZ Internet Banking and goMoney or ANZ Direct Online), please call us on 0800 269 249.

Smart ATMs

If you have a debit or credit card linked to your business account, you can deposit cash (notes only) into your account easily and securely using an ANZ Smart ATM.

Contactless payments

Contactless is increasingly becoming consumers preferred way to pay. If you've not enabled Contactless on your merchant facility, please call 0800 473 453. It's also straightforward to accept card payments on the go, with our mobile payment solution, FastPay. Learn more at anz.co.nz/FastPay