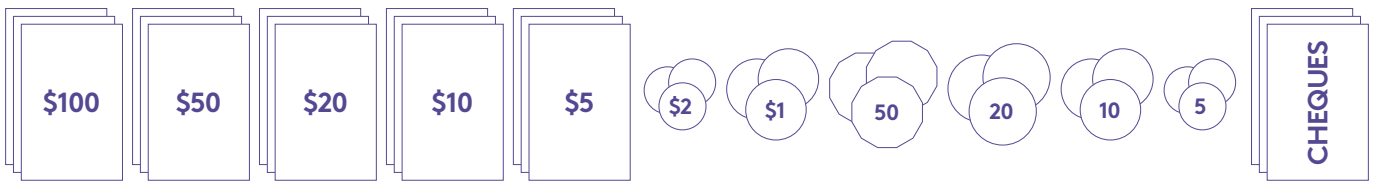


# Easy guide to complete a Business Express Deposit bag.

## Step 1: Sort and count cash and cheques.

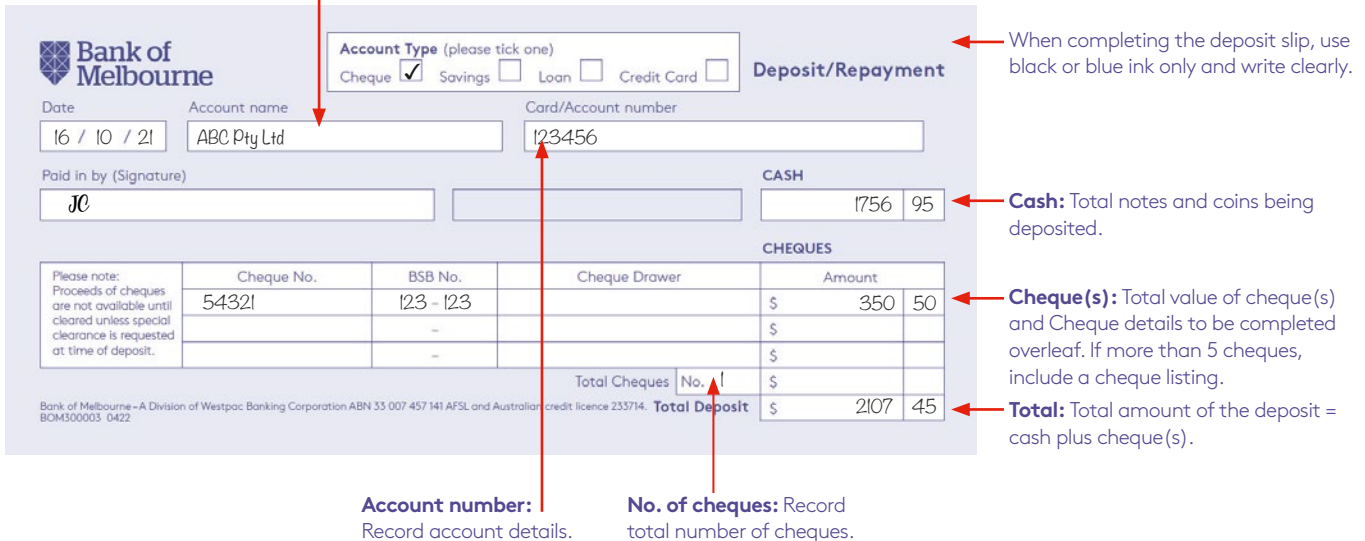
Count your cash and cheques and make sure you organise by denomination as shown below.



## Step 2: Complete deposit details.

Complete the deposit slip. All sections must be populated. The deposit slip must be included in your BED bag and inserted in the section of the bag marked for non-cash items.

**Your details:** Record the account name (in case we need to reach you)



**Bank of Melbourne** **Deposit/Repayment**

Account Type (please tick one)  
 Cheque  Savings  Loan  Credit Card

Date: 16 / 10 / 21 Account name: ABC Pty Ltd Card/Account number: 123456

Paid in by (Signature): JC

**CASH**  
 1756 95

**CHEQUES**

Cheque No.	BSB No.	Cheque Drawer	Amount
54321	123 - 123		\$ 350 50
	-		\$
	-		\$
Total Cheques			No. 1
Total Deposit			\$ 2107 45

**Account number:** Record account details.

**No. of cheques:** Record total number of cheques.

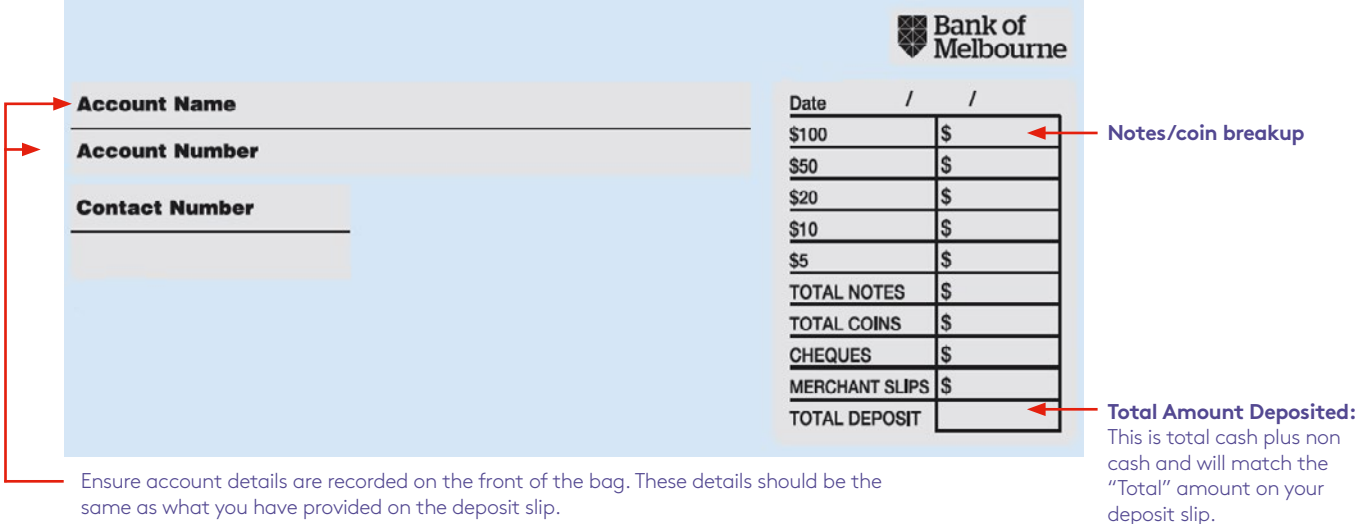
When completing the deposit slip, use black or blue ink only and write clearly.

**Cash:** Total notes and coins being deposited.

**Cheque(s):** Total value of cheque(s) and Cheque details to be completed overleaf. If more than 5 cheques, include a cheque listing.

**Total:** Total amount of the deposit = cash plus cheque(s).

Complete all sections on the BED bag.



**Bank of Melbourne**

**Account Name**

**Account Number**

**Contact Number**

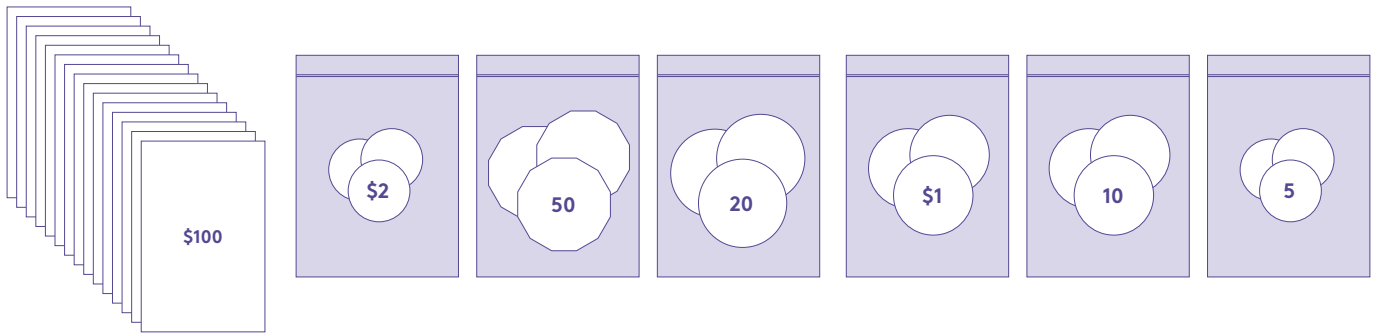
Date	/	/	
\$100	\$		Notes/coin breakup
\$50	\$		
\$20	\$		
\$10	\$		
\$5	\$		
TOTAL NOTES	\$		
TOTAL COINS	\$		
CHEQUES	\$		
MERCHANT SLIPS	\$		
TOTAL DEPOSIT	\$		Total Amount Deposited: This is total cash plus non cash and will match the "Total" amount on your deposit slip.

Ensure account details are recorded on the front of the bag. These details should be the same as what you have provided on the deposit slip.

## Step 3: Place deposit in the BED bag and seal.

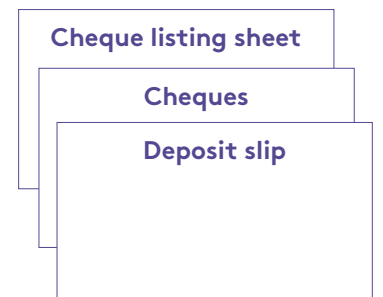
### Cash Items.

- Place your cash (notes and coins) in the Cash Only section of the bag. Please ensure the coins are separately bagged in denominations.



### Non Cash Items (Cheques).

- Place the Cheque listing (if required), Cheques and the deposit slip on the top (in this order) in the Non Cash section of the bag.
- Seal the Cash Only and Non Cash sections by peeling off the release liner.



## Step 4: Lodge your BED bag.

You can lodge a BED bag by visiting your local branch. For full details, please refer to the Business Express Deposit service Terms and Conditions available at [bankofmelbourne.com.au/beds](http://bankofmelbourne.com.au/beds).