

Quick Reference Card

Express Deposit Bag



Introduction

Please follow these steps when using our BNZ Express Deposit Bag.

Front

Cash
This section is only for Cash items

Account Name: _____

Account Number: _____

Contact Phone Number: _____

Cash Summary

| | | |
|-------------------|----|----|
| NOTES | \$ | 00 |
| COIN | \$ | |
| Total Cash | \$ | |

New Zealand Currency Only

Non Cash
This section is only for Non Cash items (including Deposit Slip)

Cheque Summary

| | | |
|--------------|----|--|
| Total Cheque | \$ | |
|--------------|----|--|

New Zealand Currency Only

Seal here

1. Peel over the surface
2. Insert contents into bag
3. Remove trapped air and peel off tape to expose adhesive
4. Press down firmly

Barcode: 123456789012

Cheque deposit summary →

Back

Express deposit

bnz

Large cash deposit declaration panel →

Tear-off customer receipt (take for your records) →

A consistent approach to preparation for your banking

There are two separate parts to a BNZ Express Deposit Bag

- > **Cash Portion** must only be used for Cash. Please note maximum bag weight is approximately 2kgs.
- > **Non Cash Portion** must only be used for deposit slips, cheques and supplement sheets.

Please ensure that:

- > Only New Zealand Currency is deposited using the BNZ Express Deposit bag.
- > Each deposit bag must only contain one deposit.
- > Each banking must have a deposit slip, completed with account number and matching the value of the deposit in the bag (including decimal point).
- > The deposit slip and cheques are placed in the Non Cash portion of the bag and the Cheque Summary panel on the bag filled in.
- > Cheques are flat and not folded or bundled with rubber bands, staples, paperclips etc.
- > Notes and coin are placed in the Cash portion of the bag and the Cash Summary panel on the bag filled in.
- > Notes are flat and not folded and coins are loose (not in separate bags).
- > If your cash portion of the deposit is NZD \$10,000 or greater you must complete the deposit declaration panel on the bag.
- > All parts to the deposit bag are sealed and deposit bag is kept flat.
- > Your account name, account number and contact number are filled in on the outside of the deposit bag.
- > You keep a copy of the tear-off customer receipt, this is a vital reference to track your deposit and is noted on your statement.

Our BNZ Express Deposit bags are recyclable

Quick Tips:

- > Save time by ordering online. [Click here.](#)
- > All BNZ Express Deposit Bags are packed in units - 1 unit = 50 bags.
- > Please help us protect our environment and reduce waste by ordering the correct size bag for your deposit.
 - Standard size bags are suitable for customer deposits or daily business deposits.
 - Large size bags are suitable for very large business deposits or assistance with peak volumes.
- > To save storage and minimise waste, order our deposit bags as you need them.
- > BNZ Express Deposit bag terms and conditions are available to review at www.bnz.co.nz/expressdeposits

