

Prepare your Westpac Red Bags.

Make quick and secure deposits at ATMs
and drop boxes with Red Bags.



Preparing your deposit.

What you'll need:

- 1 Red Bag*
- 1 cash breakdown voucher
- 1 deposit slip
- The funds you want to deposit

Bag sizes

- *Small 13cm x 32cm,
- Large 25cm x 40cm,
- Extra Large 46cm x 52cm



Cash breakdown voucher.

Each cash breakdown voucher has three pages. You will need to use them all.

cash breakdown voucher		Westpac	
serial	bank branch account	tag/bag number (if applicable)	
\$2		\$100	
\$1		\$50	
50¢		\$20	
20¢		\$10	
10¢		\$5	
coin total		note total	
		cash total \$	

ONE Place this voucher behind your deposit slip
 TWO Place this voucher with the cash
 THREE Keep this for your records

Deposit slips.

Deposit slips are ordered separately from Red Bags and are generally pre-coded. Make sure you keep a supply of deposit slips on hand.

Date: / /	W	Deposit
Amount \$	Paid in by (first and last name):	
	Phone number:	Date: / /
	For the credit of:	Notes:
Balance \$		Coins:
Teller		\$

5 Write down your unique ID number. This is the tag or bag number, which you can find on the front of your Red Bag.



6 Now, fill in the **deposit slip** using the information from your cash breakdown voucher:

- Total bank notes
- Total coins
- Reference or serial number (if applicable)
- Bank account number.

Date: / /	W	Deposit
Amount \$	Paid in by (first and last name): Sue Rodgers	Date: / /
	Phone number: 021 123 4567	Notes:
	For the credit of: S.R Company	Coins:
Balance \$		\$
Teller		

Please make sure you have enough deposit slips on hand. To order pre-encoded or new deposit slips, contact your relationship manager.

Don't forget to fill in the name of the person who prepared the Red Bag, the branch where it will be deposited, and the name of the business you work for.

7 Total all notes and coins, then record the total amount you will be depositing.

Date: / /	W	Deposit
Amount \$	Paid in by (first and last name): Sue Rodgers	Date: / /
	Phone number: 021 123 4567	Notes: 1675.00
	For the credit of: S.R Company	Coins: 49.00
Balance \$		\$ 1724.00
Teller		

8 Place the deposit slip, the first page of the cash breakdown voucher in the **NON CASH** side of the Red Bag, and seal.



W	Deposit
Paid in by (first and last name): Sue Rodgers	Date: / /
Phone number: 021 123 4567	Notes: 1675.00
For the credit of: S.R Company	Coins: 49.00
	\$ 1724.00

cash breakdown voucher		W	Westpac
01121 030135080765400		L3792213	
Log Bag number of application		notes \$	1675.00
		coin \$	49.00
		cash total \$	1724.00

ONE Tear this voucher behind your deposit slip
TWO Use this voucher with the cash
THREE Log Bag 213 for post-mortem

- 9 Place the second page of the cash breakdown voucher, all notes and all coins in the **CASH** side of the Red Bag, and seal.



cash breakdown voucher

0128 030135098765400

Westpac

L3792213 tag/bag number (if applicable)

\$2			1	4	0	0	\$100		2	0	0	0
\$1			3	5	0	0	\$50		2	5	0	0
50¢							\$20		1	2	0	0
20¢							\$10					0
10¢							\$5			2	5	0
coin total			4	9	0	0	note total		1	6	7	5

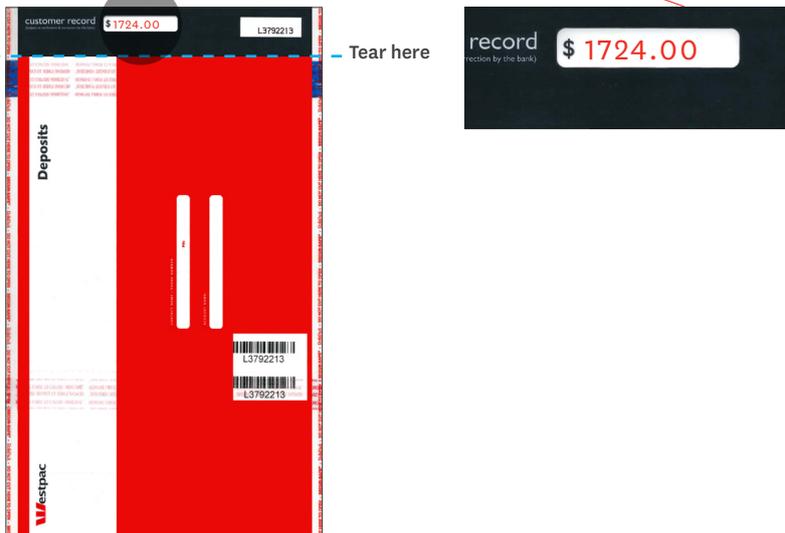
notes \$ 1 6 7 5 . 0 0

coin \$ 4 9 . 0 0

cash total \$ 1 7 2 4 . 0 0

ONE Place this voucher behind your deposit slip
TWO Place this voucher with the cash
THREE Keep this for your records

- 10 Once the **NON CASH** and **CASH** sides are both sealed, write the total amount of the deposit on the tear-off section of the top of the Red Bag. Then tear off this section, staple it to the third page of your cash breakdown voucher and keep for your own records.



- 11 Your Red Bag is now ready to be processed at an ATM or branch.

customer record (Subject to verification & correction by the bank)

\$1724.00

L3792213

Westpac

L3792213 tag/bag number (if applicable)

\$2			1	4	0	0	\$100		2	0	0	0
\$1			3	5	0	0	\$50		2	5	0	0
50¢							\$20		1	2	0	0
20¢							\$10					0
10¢							\$5			2	5	0
coin total			4	9	0	0	note total		1	6	7	5

notes \$ 1 6 7 5 . 0 0

coin \$ 4 9 . 0 0

cash total \$ 1 7 2 4 . 0 0

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If you have any questions, give us a call on **0800 400 600** or visit westpac.co.nz/business/ways-to-bank/red-bag/

