

## REMINDERS FOR CHECKERS-TERM DEPOSITS



### What you need to check once a new term deposit account is opened?

#### New Term Deposit what to look for....

- ✓ Confirm the Member Name are matching to the Member number.
- ✓ If a Joint account is opened, confirm that the joint owner has been attached to the account.
- ✓ Confirm that the correct signatories have been attached to the account.
- ✓ Confirm that the amount, term and interest rate are correct.
- ✓ Are maturity instructions correct for the principal?
- ✓ Are maturity instructions correct for the interest?
- ✓ Was the correct payment method actioned to fund the term deposit?
- ✓ Was the correct account debited to fund the term deposit?
- ✓ Has the form been signed by the member?
- ✓ Has the "Office use only" been completed?
- ✓ Check Product and Details 3 screen have been completed in Prosper and scan a copy to [investments@qudosbank.com.au](mailto:investments@qudosbank.com.au)



### What you need to check once maturity instructions are received?

#### Maturity Instructions what to look for....

- ✓ Review the form and ensure instructions are clear.
- ✓ Only accept maturity instructions if the status of the account is active. If the account is closed i.e. if funds are transferred back to the savings account, a new term deposit is required to be opened.
- ✓ Check Product and Details 3 screen have been completed in Prosper and scan a copy to [investments@qudosbank.com.au](mailto:investments@qudosbank.com.au)