

# How to open an account

## Active Banking

Open a new At-Call, Term Deposit or Cheque account under an existing facility for funds held on behalf of your clients, and receive the account number as soon as the request is submitted.

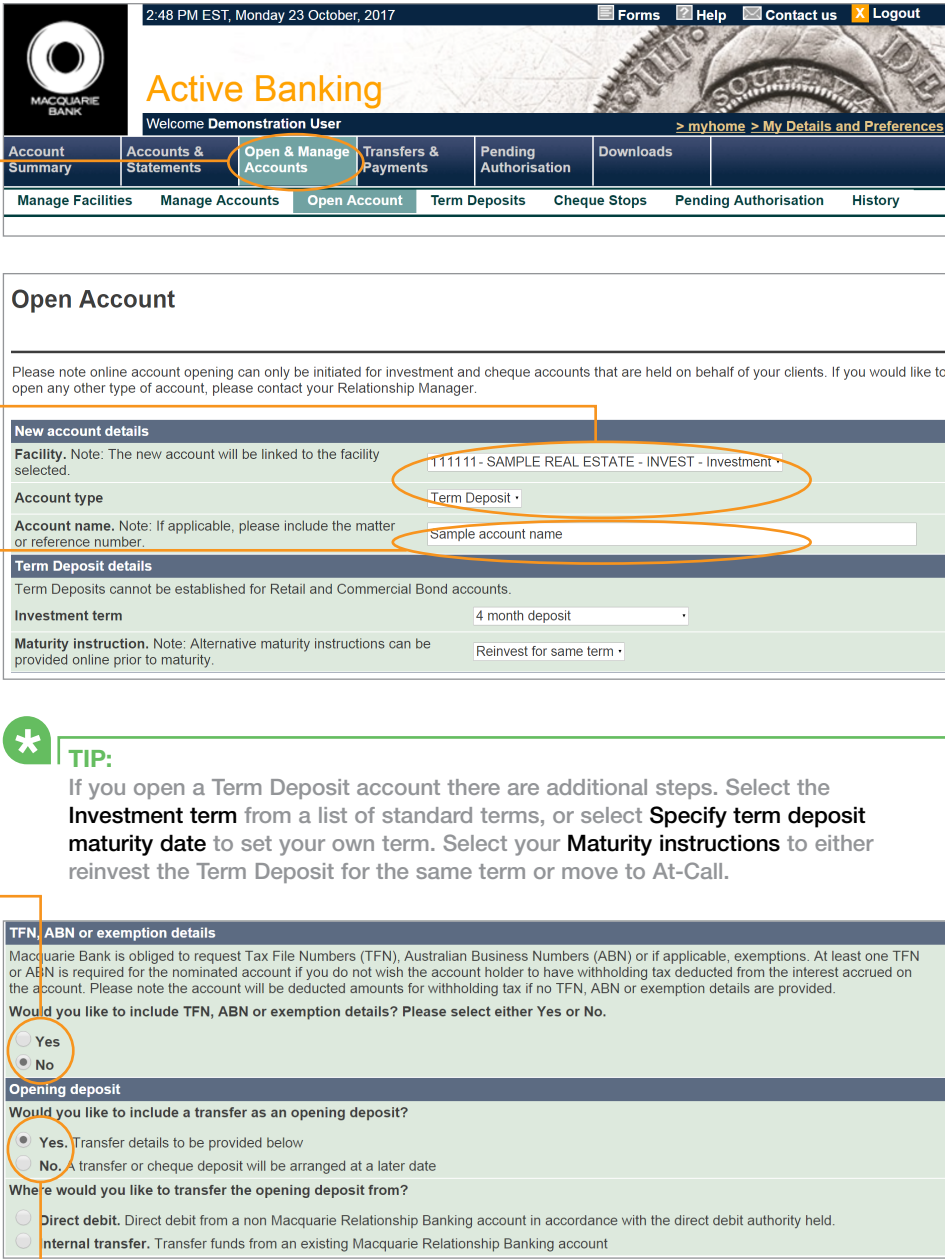
**1** Select **Open & Manage Accounts** and then **Open Account**.

**2** Use the drop down menus to select the **Facility** and the **Account type**.

**3** Enter the **Account name** for the new account.

**4** Select whether you will provide **TFN, ABN, exemption details or beneficiary details** and enter the beneficiary name(s) and address(es) below. You can still provide the beneficiary name and address if you don't have a TFN. All beneficiaries should be added when opening the account, regardless of whether you have a TFN or not.

**5** Select **Yes** or **No** to include a funds transfer with the account-opening.



The screenshot shows the 'Open Account' form in the Macquarie Bank Active Banking portal. The form is titled 'Open Account' and includes a welcome message for a 'Demonstration User'. The form is divided into several sections: 'New account details', 'Term Deposit details', 'TFN, ABN or exemption details', and 'Opening deposit'. The 'New account details' section includes a 'Facility' dropdown menu (selected: '111111- SAMPLE REAL ESTATE - INVEST - Investment'), an 'Account type' dropdown menu (selected: 'Term Deposit'), and an 'Account name' text field (containing 'Sample account name'). The 'Term Deposit details' section includes an 'Investment term' dropdown menu (selected: '4 month deposit') and a 'Maturity instruction' dropdown menu (selected: 'Reinvest for same term'). The 'TFN, ABN or exemption details' section includes a question 'Would you like to include TFN, ABN or exemption details?' with radio buttons for 'Yes' and 'No' (selected: 'No'). The 'Opening deposit' section includes a question 'Would you like to include a transfer as an opening deposit?' with radio buttons for 'Yes' and 'No' (selected: 'Yes'), and a question 'Where would you like to transfer the opening deposit from?' with radio buttons for 'Direct debit' and 'Internal transfer' (selected: 'Internal transfer').

6 Enter the main reason for opening the account at **Purpose of account**.

7 Enter the primary source of the funds to be credited to the account at **Source of funds**.

8 Select where you would like interest to be paid, either **Reinvest to this account** or **Transfer to another account**.

9 Enter **Contact details**.

10 Click the links to view the **PDS** and **Terms and Conditions** which you are accepting by opening this account. Then click **Next**.

## \* TIP:

- If you chose to open the account with a funds transfer, you will be taken to the **Open Account – Account Opening Saved and Pending Authorisation** page. From this page, you can **Authorise** the account-opening. If you have access, **Modify** the request, **Delete** the request, or **Open a new account** (additional to the current request)
- If you did not choose to open the account with a funds transfer, you will be taken to the **Open Account – Preview Account Opening Details** page. Here you can either click **Submit** if all details are correct, or click **Back** to amend.

Additional information	
The Purpose of account and Source of funds information is required in order to complete your account opening request.	
<b>Purpose of account.</b> Describe the main reason for opening this account. For a list of examples and additional information please refer to Open & Manage Accounts in <a href="#">Help</a> .	<input type="text"/>
<b>Source of funds.</b> Describe the primary source of funds that are being credited to this account. For a list of examples and additional information please refer to Open & Manage Accounts in <a href="#">Help</a> .	<input type="text"/>
<b>What are your instructions for crediting any interest payable?</b>	
<input checked="" type="radio"/> Reinvest to this account <input type="radio"/> Transfer to another account	
Contact details	
In the event we need to contact you in relation to this request, please provide details of an appropriate contact name and number. The details displayed are defaulted based on the Macquarie Access Code (MAC) user details. If the defaulted details are incorrect please update below and then amend permanently via My Details and Preferences once this request has been submitted.	
<b>Contact name</b>	DEMONSTRATION USER
<b>Daytime contact number</b>	02 1111 1111
<b>Mobile number</b>	<input type="text"/>

Account opening terms and conditions
By submitting this request you acknowledge having received the Macquarie Bank Limited <a href="#">Deposit Products and Non Cash Payments Facilities Product Disclosure Statement</a> (PDS) and agree that the terms and conditions of the PDS and the <a href="#">Account Opening Terms and Conditions</a> govern operation of this account.
<a href="#">Next</a>

Open Account - Preview Account Opening Details	
<p><b>i</b> As a transfer has not been included in this account opening request, authorisation is not required. Please review the details of the request before clicking the Submit button. Please note: Once the request has been submitted it cannot be modified or cancelled. [00480]</p> <p><b>i</b> Requests submitted prior to 3.00pm (AEDT/AEST) will be actioned on the same business day. Requests submitted after 3.00pm (AEDT/AEST) will be actioned on the next business day. [00481]</p>	
New account details	
Facility	000000 - AB3 TEST - Investment
Account type	Term Deposit
Account name	Sample account name
Term Deposit details	
Investment term	4 month deposit
Maturity instruction	Reinvest for same term
TFN, ABN or exemption details	
No TFN, ABN or exemption details have been provided as part of this account opening request or are currently recorded against this account. Please note the account will be deducted amounts for withholding tax if no TFN, ABN or exemption details are provided.	
Opening deposit	
No opening deposit has been included with this request.	
Additional Information	
Purpose of account	Income
Source of funds	Asset sale
Treatment of credit interest	Reinvest to this account
Contact details	
Contact name	DEMONSTRATION USER
Daytime contact number	+61 (02) 0000 0000
Mobile number	<input type="text"/>
Account opening terms and conditions	
By submitting this request you acknowledge having received the Macquarie Bank Limited <a href="#">Deposit Products and Non Cash Payments Facilities Product Disclosure Statement</a> (PDS) and agree that the terms and conditions of the PDS and the <a href="#">Account Opening Terms and Conditions</a> govern operation of this account.	
<a href="#">Back</a>	<a href="#">Submit</a>

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Once the account-opening request is submitted, the new account number will display on the confirmation page.

## Open Account - Opening Submitted

**i** Your request has been submitted for processing. Requests submitted prior to 3.00pm (AEDT/AEST) will be actioned on the same business day. Requests submitted after 3.00pm (AEDT/AEST) will be actioned on the next business day. [100482]

### New account details

BSB and Account number	182-222 000000000
Facility	153060 - SAMPLE REAL ESTATE - INVEST - Investment
Account type	Term Deposit
Account name	Sample account name

### Term Deposit details

Investment term	4 month deposit
Maturity instruction	Reinvest for same term



### TIP:

You can modify an account opening request that has not been submitted for processing. If you modify an account opening request with a status of partially authorised the request will need to be re-authorised.



### TIP:

If you wish to authorise the account-opening request at a later date, or the request needs a second level of authorisation, find it on the **Pending Authorisation** page under **Account Requests**.

## Pending Authorisation

Summary Payments ABA Uploads BPAY Uploads Account Requests Payees

**i** Only requests you have the required level of access to are displayed on the Account Requests tab. [100416]

<input type="checkbox"/>	Request date	Type	Account	Facility	Amount	Request ID	Status	Choose an action
<input type="checkbox"/>	18 Nov 14	Account Opening	Testing AB16 AKS	000000 NOWRA - CHQ	\$50.00	10530094	Pending Auth	<a href="#">View details</a>
<input type="checkbox"/>	24 Nov 14	Account Opening	Account	111111 TEST	\$100.00	10530099	Pending Auth	<a href="#">Modify</a> <a href="#">Delete</a>

## NOTE:

When opening Term Deposit Accounts with terms exceeding 30 days, note that you must provide us with at least 31 days' notice to close your account and access funds prior to the maturity date, except in limited hardship-related circumstances. For Insolvency accounts, evidence of your appointment must be provided with this form – either a Form 505 or Court Appointment notice. Please email this to clientadmin@macquarie.com



## NEED HELP?

2:39 PM EST, Monday 23 October, 2017
Forms
Help
Contact us
Logout

## Active Banking

Welcome **Demonstration User**

> myhome > My Details and Preferences

Account Summary
Accounts & Statements
Open & Manage Accounts
Transfers & Payments
Pending Authorisation
Downloads