

# A GUIDE TO STATEMENTS

# NAB Business Payments Card

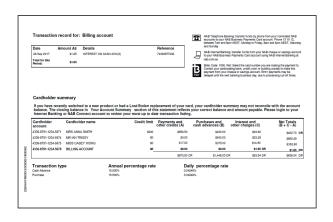
The NAB Business Payments Card is a unique product that gives businesses the control to load and spend their own money. Cardholders can make purchases, payments and cash withdrawals on their card and the total balance of all transactions is visible on the facility billing account.

This guide will help you understand the two types of NAB Business Payments Card Statements, which are issued each month.

### **FACILITY STATEMENT**

Your facility statement generally consists of 2 pages and is a summary of all transactions posted to the facility billing account for the statement period. The facility billing account is responsible for consolidating all cardholder transactions, fees and charges, and calculating a closing balance for the facility. We recommend you always review your facility statement, to make sure there are no unauthorised transactions on your account. If the closing balance is in debit (DR) then a direct debit payment will occur from the transaction account you nominated when you set up the facility.

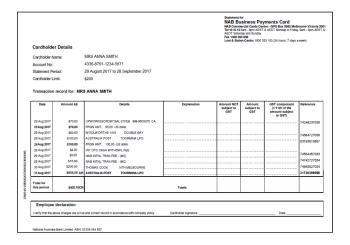




## **CARDHOLDER STATEMENTS**

You'll receive one cardholder statement for each active cardholder on the facility. A cardholder statement may consist of one or more pages, and will list all transactions for that cardholder for the statement period.

We recommended the facility owner distributes each cardholder statement to the respective cardholder to review and validate transactions.



### FEATURES OF THE FACILITY STATEMENT

## NAB Business Payments Card key contacts

If you have any queries regarding your NAB Business Payments Card Statement, contact the NAB Commercial Cards Centre.

#### Statement Period, Account No and Facility Limit

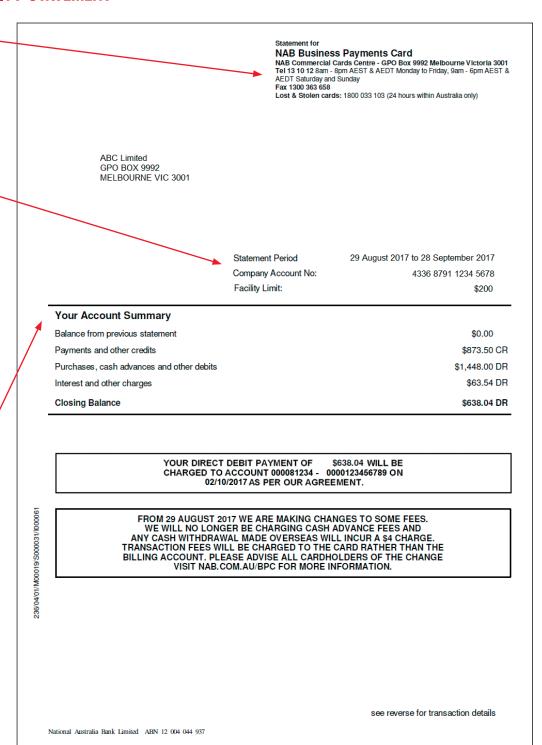
NAB Business Payments Card Statements are sent monthly and the statement period is outlined here.

The Company Account Number is your facility billing account number. The facility limit is set to \$200 - representing the \$200 credit limit for the primary cardholder.

#### **Your Account Summary**

The account summary shows a total of all activity (debits and credits) for your account, including activity on each card on the facility, or on the facility billing account, during the statement period. This section shows:

- Balance from previous statement: closing balance shown on the previous statement
- Payments and other credits
- Purchases, cash advance and other debits
- Interest and other charges
- Closing Balance is the total of: Balance from previous statement plus Payments and other credits minus purchases, cash advance and other debits minus Interest and other charges.



#### **Important Information**

Any important information relating to your account or changes to your account will appear under the Your Account Summary section. If your closing balance is a debit (DR) value, then a direct debit payment will occur from the account you nominated when you set up the facility to pay the closing balance amount. A message will be displayed in this section to confirm the amount to be charged, account to be debited and date the direct debit will occur.

#### **Cardholder Summary**

This section shows details for each of the cards and the facility billing account in your NAB Business Payments Card facility for the statement period displayed on page 1. For each card in the account, the following information will be displayed:

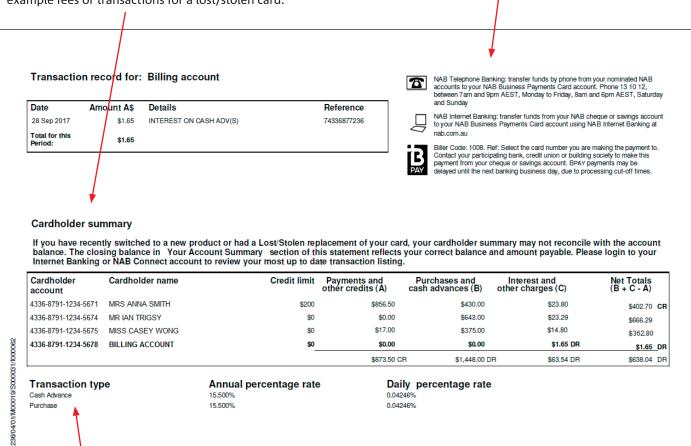
- Cardholder account this is the card number
- Cardholder name
- Credit Limit Note: Only the Primary Cardholder for the facility has a credit limit of \$200. All other cards have a credit limit of \$0.
- Payments and other credits (A)
- · Purchases and cash advances (B)
- Interest and other charges (C)
- Net Totals (B + C A)
- The facility billing account is listed as the last cardholder account to show any transactions that have occurred at this level for example fees or transactions for a lost/stolen card.

#### Transferring funds onto your cards

Follow the instructions on the top of page 2, to transfer funds onto the cards in your NAB Business Payments Card facility.

- NAB Telephone Banking
- NAB Internet Banking
- BPAY®

(®Registered to BPAY Pty Ltd ABN 69 079 137 518)



#### **Interest Rates**

The interest rates that are applicable to the statement are listed under the Cardholder Summary. This table will show the interest rate for each transaction type (purchase or cash advance), then the Annual percentage rate and Daily percentage rate.

#### **Cardholder Details**

Your statements will include a breakdown of transactions for the statement period displayed for each card linked to your NAB Business Payments Card facility.

At the top, the cardholder name and account number will be displayed, as well as the cardholder limit.

#### **Transaction record**

Each transaction made on the card will be listed in the transaction record table. This will include all credits and debits to the card including:

- Purchases
- Cash withdrawals
- Payments
- Refunds
- And any associated transaction fees such as international transaction fees or international cash withdrawal fees.

Fax 1300 363 658

NAB Business Payments Card

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001 Tel 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

For each transaction the date, amount in Australian dollars, description and reference number will be displayed.

Note: A separate line will be displayed for any conversion details for international transactions.



Cardholder Name: MRS ANNA SMITH
Account No: 4336-8791-1234-5671

Statement Period: 29 August 2017 to 28 September 2017

Cardholder Limit: \$200

Transaction record for: MRS ANNA SMITH

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
29 Aug 2017	\$70.00	UPWORKESCROW*BAL-21FEB 888-8503375 CA					74249237030
29 Aug 2017	\$70.00	FRGN AMT: 95.00 US dollar					
29 Aug 2017	\$60.00	WOOLWORTHS 1416 DOUBLE BAY					7456472703
29 Aug 2017	\$100.00	AUSTRALIA POST TOORMINA LPO					0319351065
29 Aug 2017	\$100.00	FRGN AMT: 130.00 US dollar					0319351065
29 Aug 2017	\$4.00	INT OTC CASH WITHDWL FEE	/				
29 Aug 2017	\$3.00	NAB INTNL TRAN FEE - (MC)					7456445703
29 Aug 2017	\$16.80	NAB INTNL TRAN FEE - (MC)					7474272703
30 Aug 2017	\$200.00	THOMAS COOK NTH MELBOURNE					7494052703
31 Aug 2017	\$856.50 CR	AUSTRALIA POST TOORMINA LPO					3173039808
Total for this period	\$402.70CR		Totals				
'				'			

verify that the above charges are a true and correct repord in accordance with company policy

er signature: \_\_\_\_\_

National Australia Bank Limited ABN 12 004 044 937

#### **Reconciling transactions and Employee Declaration**

We've included some helpful columns to reconcile the transactions on the card, and confirm with each cardholder the transactions are correct. These columns include:

• Explanation

236/04/01/M00020/S000032/1000063

- Amount NOT subject to GST
- Amount subject to GST
- GST component (1/11th of the amount subject to GST)
- Employee Declaration: The cardholder is able to sign and date to confirm the charges are correct