**PRODUCT:** EBD How to script

**TITLE:** EBD

**DURATION:** 3.5 minute video

**JOB NUMBER:** NRE27418\_REV11\_02\_22

**SCRIPT**

**VIDEO:** We open on a red screen with a white super that animates up.

**SUPER:** How to submit your Express Business Deposit Details.

**V/O:**  Submitting your Express Business Deposit details using our online deposit form is quick, simple and secure.

**VIDEO:** Graphic of a moving stopwatch and a lock animate up.

**V/O:**  Before you begin, make sure you’re using one of our new cash only EBD bags, and that they were issued to your business. These bags start with the numeral 6.

**VIDEO:** A graphic of the EBD bag animates up. We see in closeup the numeral 6 on the bag.

**V/O:**  Cheques are no longer accepted in Express Business Deposits. If you wish to deposit cheques, you can use the Express Cheque Deposit service. You can find Express Cheque Deposit envelopes and instructions at your local branch.

**VIDEO:** A graphic of a cheque animates up with a cross through it.

**V/O:**  When you’re ready to submit your Express Business Deposit details, head to nab.com.au/ebd – login details are not required.

**SUPER:** nab.com.au/ebd

**V/O:**  If you have a mobile phone or a tablet you can scan the QR code on the EBD bag and this will take you to the site.

**VIDEO:** A graphic of the EBD bag animates up and we see a closeup of the QR code.

**VIDEO:** We then wipe to a still frame of a lap top computer screen. On the screen we see the online site. As the voice over talks through the instructions, we see the relevant section being filled in.

**SUPER:** IMPORTANT

**V/O:** If you haven’t made a deposit into this account using Express Business Deposit’s before, please speak to your banker first, so we can set it up for the service.

**V/O:** First enter your customer reference. This could be details of who made the deposit, location details or any useful information to your business.

This reference will appear on the “Deposit Details Confirmation”, which you can choose to email or print, once you have completed the form.

Enter the BSB and account number of where you want to deposit the funds. The BSB and account number must relate to the customer entity the bags were issued to.

Then enter or scan the bag number using a barcode scanner. This is the barcode number found on the bottom right-hand corner of the bag.

Next you enter the store number. The Store number, also known as an Agent number, is a number your business may use to help identify which store or location made the deposit. This number will appear on your statement.

If you don’t use a store number, select “No” and then select “Next”.

Then enter the contents of your deposit.

**SUPER:** IMPORTANT

If your deposit contains notes, it must meet the minimum $500 deposit limit.

This minimum deposit limit doesn’t apply if your EBD bag contains coins only - however, the coins must not exceed $300

Enter in the notes. You can enter either the quantity, or the value of each type of note. Depending on which you enter the other will update automatically.

Then enter the total value of all the coins.

Select, “Next”.

Review your deposit to make sure everything is correct.

Then select, “Submit Deposit”.

**VIDEO:** We wipe to a new red frame with an animated graphic. We see a printer and the symbol for an email animate onto the screen.

**V/O:** Your deposit details have now been confirmed.

**V/O:** Print or email a copy of your confirmation so you have record of your deposit details.

Now your deposit details are confirmed, deposit your EBD bag at your nearest branch. You don’t need to include a printed confirmation of your deposit details in the bag.

**VIDEO:** Graphic animates up of a bag being deposited at a collection point.

**V/O:** To find out more visit nab.com.au/ebdchanges or speak to your NAB Banker today.

**SUPER:** Speak to a NAB Banker today

**VIDEO:** The super animates into the NAB end frame sequence.