PARISH PROCESS GUIDE

BNZ DEPOSIT CARDS

HOW TO ORDER ONE FOR YOUR PARISH

Many of our parishes use a BNZ deposit card to bank offerings and other income into the parish account. This guide sets out what you need to do to get a new or replacement card organised.

WHY THE PROCESS HAS CHANGED

Following a security upgrade, BNZ now only accepts deposit card applications from an authorised signatory on the bank account. Parish accounts are held under the Diocese of Waikato and Taranaki, so applications made directly to BNZ by a parish treasurer or vicar will be declined.

The good news: **Trust Management**, who look after the Diocese's financial services, can arrange the card for you. You just send them the information below, and they take it from there.

WHAT YOU'LL NEED

1 · THE BANK ACCOUNT

The account number of the parish bank account that money will be deposited into.

2 · A POSTAL ADDRESS

The address BNZ should post the card to.

3 · THE CARDHOLDER'S DETAILS

- First name and surname, exactly as it appears on their passport or driver licence.
- Whether the cardholder banks with BNZ (see below).
- A serial number for the card *(optional)* – see the note on serial numbers below.

STEP BY STEP

1

CHOOSE YOUR CARDHOLDER

Decide who will hold the card – usually the person who makes the parish's deposits. They do not need to be a signatory on the account; Trust Management makes the application on the parish's behalf.

2 CHECK WHETHER THEY BANK WITH BNZ

If they ARE a BNZ customer

Provide either their BNZ bank account number (02-XXXX-XXXXXXX-XXX) or their nine-digit access number, found on the back of their BNZ EFTPOS or credit card.

If they are NOT a BNZ customer

They will need to become a BNZ customer – they do not need to open a bank account. Send them this link to complete BNZ's online verification: Let's get you set up – BNZ (www.bnz.co.nz/join?kyc=full&reference=Deposit+Card). Once verified, BNZ issues a customer number, which is needed to complete the application.

3 SEND THE DETAILS TO TRUST MANAGEMENT

Email the completed request (form on the next page) to Trust Management. Please send it from the parish office, vicar or treasurer, and include a contact name and phone number in case they have any questions.

4 TRUST MANAGEMENT APPLIES TO BNZ

Trust Management submits the deposit card application to BNZ as the authorised signatory. BNZ then posts the card to the postal address you supplied.

A NOTE ON SERIAL NUMBERS

Each card can be given its own serial number of up to nine digits. It appears on bank statements, which makes it easy to see which card made each deposit – useful if your parish has more than one card. If you leave it blank, BNZ will use 000000001.

WHO TO CONTACT

SEND YOUR REQUEST TO

Sawanya Khuprasertsin
Financial Services Accountant
Trust Management

khuprasertsins@trustmanagement.co.nz
021 798 962

GENERAL QUESTIONS

Diocesan Office
Waikato & Taranaki Anglicans
Charlotte Brown House, Hamilton

admin@wtanglican.nz
(07) 857 0020

Waikato Taranaki Anglicans

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SERVANT HANDS.
WWW.WTANGLICAN.NZ

DEPOSIT CARD REQUEST FORM

Complete this form and email it to Trust Management (khuprasertsins@trustmanagement.co.nz). You can type straight into the boxes. Please complete one form per card.

DEPOSIT CARD REQUEST	
Parish name	
Parish bank account number *The account the card will deposit into*	
Postal address for the card *Where BNZ should post the card*	
Cardholder's first name and surname *Exactly as on their passport or driver licence*	
Serial number (optional) *Up to 9 digits. Left blank, BNZ uses 000000001*	
Does the cardholder bank with BNZ?	Yes / No
If YES: BNZ account number *Format 02-XXXX-XXXXXXX-XXX*	
or nine-digit access number *On the back of their BNZ EFTPOS or credit card*	
If NO: BNZ customer number *Issued by BNZ once the cardholder completes online verification (see step 2).*	
Contact person for this request *Name and role (e.g. treasurer, vicar)*	
Contact phone and email	
Date	

CHECKLIST BEFORE YOU SEND

- The account number is the parish account the money should go into.
- The cardholder's name matches their ID exactly.
- You have included either a BNZ account number, an access number or a customer number for the cardholder.
- The postal address is one where someone will collect the card.