

Guide to minimising your business account fees

ANZ Business Customers

With increasing demands on your business, here are some quick tips on how you can reduce the fees and charges on your ANZ business deposit accounts. Please note that a 'transaction' includes any deposit, withdrawal or transfer, cheques drawn by you and any cheque or manual merchant slip deposited to your account.

Review your deposit account	<p>Does your current business deposit account meet your transaction needs? If it's been a while since you opened your business transaction account, chances are the way you do your banking has changed over time.</p> <ul style="list-style-type: none">• Are you writing more cheques?• How do you pay your suppliers and employees?• How do you receive payments? <p>Now is the time to take stock of the type and frequency of transactions you make every month to make sure your deposit account is the right one for your needs.</p>
Plan your banking	<p>Depending on your type of account, you may currently be entitled to a certain number of free transactions each month¹. Once you exceed your free transaction allowance, fees are then calculated on any additional transactions. The cost of these depends on the type of transaction.</p> <ul style="list-style-type: none">• Try reducing the number of withdrawals each month. Consolidate withdrawals you would normally make several times a week into one.
Know your additional excess transaction fees	<p>Additional transaction fees charged on your business deposit account are based on the number and type of transactions you conduct.</p> <p>Simple strategies such as understanding when monthly fees are charged to your account enable you to track and monitor the use of your free transactions and when you will begin incurring additional transaction fees. Allowing you the option of altering your banking to reduce fees.</p> <p>When reviewing the transaction fees that apply to your account, refer to the description in the ANZ Business Banking Transaction Fees and Charges Booklet.</p>
Utilise electronic banking	<p>In addition to limiting the number of withdrawals from your account, you can increase your use of electronic banking to reduce the need for cheques and branches. You can do this through:</p> <ul style="list-style-type: none">• Internet Banking – check balances, transfer funds, pay bills• Phone Banking – check balances, transfer funds, pay bills• EFTPOS – pay for goods and services• ATM – check balances, make cheque and note deposits, review recent transactions, withdraw funds
Review how you receive payments	<p>Look to receive payments from suppliers/clients electronically via ANZ Internet Banking:</p> <ul style="list-style-type: none">– Direct Debit– Credit Card– Recurring payments– BPAY®
Depositing cheques	<p>To reduce the cost of depositing cheques at a branch, try bundling multiple transactions into one. Deposit multiple cheques at once and/or deposit them via an ANZ ATM.</p>

Speak to your ANZ Manager today about your banking transaction needs. We can discuss the above suggestions in more detail and help you find the most suitable product for your individual business needs.

¹Fees charged to your account monthly are based on the opening date of your account not the calendar month, unless ANZ advises you of another date. Other fees and charges. For details refer to the ANZ Business Banking Transaction Account Fees and Charges brochure available at www.anz.com and any ANZ branch. Australia and New Zealand Banking Group Limited (ANZ) ABN 11 005 357 522. You should consider whether this product is appropriate for you. ANZ recommends you read the relevant Product Disclosure Statement which is available by calling 13 13 14 or visiting www.anz.com before deciding to acquire or hold the product. ANZ's colour blue is a trade mark of ANZ. Item No. 59307 11.2007 W124278

