



Royal Bank

National Direct Deposit Service

TOUCH TONE INPUT INSTRUCTIONS

Customer Name: GIRL GUIDES OF CANADA -TARA PATHFINDERS

Company No.: 8323 Location No.: [REDACTED]

Report each DAY before 8:00 PM EST

NOTE: - ANY CALLS RECEIVED AFTER CUT-OFF TIME, ARE ACCEPTED FOR NEXT BUSINESS DAY.
 - ASTERISK (*) AND POUND (#) SIGNS USED BELOW, MUST BE ENTERED AS INDICATED.

1. YOU DIAL: **1-800-815-NDDS (1-800-815-6337)**

NDDS Responds: **WELCOME TO ROYAL BANK NDDS**

2. NDDS Prompts: **ENTER YOUR COMPANY NUMBER, PRESS STAR, THEN ENTER YOUR LOCATION NUMBER FOLLOWED BY POUND**

YOU Enter: **8323 * [REDACTED] #**

3. NDDS Prompts: **ENTER YOUR DEPOSIT AMOUNT FOLLOWED BY POUND**

YOU Enter: _____ #

Dollars and cents without punctuation (i.e., 1500.00 is entered as 150000)

NOTE: THE CANADIAN PAYMENT ASSOCIATION HAS ESTABLISHED A LIMIT WHICH DOES NOT PERMIT PAPER BASED PAYMENTS IN EXCESS OF \$25 MILLION.

4. NDDS Responds: **READS BACK DEPOSIT AMOUNT**

5. NDDS Prompts: **IF CORRECT, PRESS POUND, IF INCORRECT PRESS STAR**

YOU Enter: **#** if amount is correct and go to Step 6.

or

YOU Enter: ***** if amount is incorrect. At this point NDDS will respond:
THE ENTRY HAS BEEN VOIDED. REENTER YOUR DEPOSIT AMOUNT FOLLOWED BY POUND. Go to Step 3.

6. NDDS Prompts: **ENTER DEPOSIT SEQUENCE NUMBER IF REQUIRED, FOLLOWED BY POUND, OR PRESS POUND NOW FOR CONFIRMATION NUMBER.**

YOU Enter: _____ #

(IF NO SEQUENCE # TO REPORT, PRESS # TO END YOUR ENTRY)

7. NDDS Responds: **PLEASE WAIT FOR PROCESSING**

8. NDDS Responds: **YOUR CONFIRMATION NUMBER IS _____**

YOU: **RECORD the Confirmation Number**

9. NDDS Responds: **THANK YOU FOR CALLING ROYAL BANK NDDS.**

NOTE: THE LAST TWO DIGITS OF THE CONFIRMATION NUMBER MUST BE CALCULATED PRIOR TO YOUR CALL FOR INSTANT VERIFICATION.