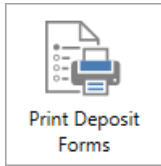


Print Deposit Forms

Last Modified on 10/04/2026 4:45 pm AEST



The instructions in this article relate to **Print Deposit Forms**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Australia's banking industry is moving away from issuing and accepting cheques as customers shift to faster, digital payment options. As cheques are now less common, the reasons for receiving a cheque also diminishes and reduces the need to print a deposit form. The most common reason for receiving a cheque is:

- A building is transferred between managers, the outgoing manager closed the bank account prior to the new account being opened and a cheque was issued.
 - EFT is the preferred method for receiving funds quickly and securely. Where possible, provide the new bank account details to the outgoing manager so funds can be transferred electronically.

The options available to deposit a cheque currently are:

- Australia Post with accompanying StrataPay Deposit Slip.
- StrataPay - send to the address on the Stratapay Deposit Slip.
- BOQ - with a BOQ Deposit Slip - only available till November 2026 (not for Lot deposits).
- Macquarie Bank - no longer issues or accepts cheques directly.

NOTE: If a cheque is received for a lot or second debtor account, use a deposit slip by printing one of the following reports which will have the correct StrataPay Reference for depositing with the above options:

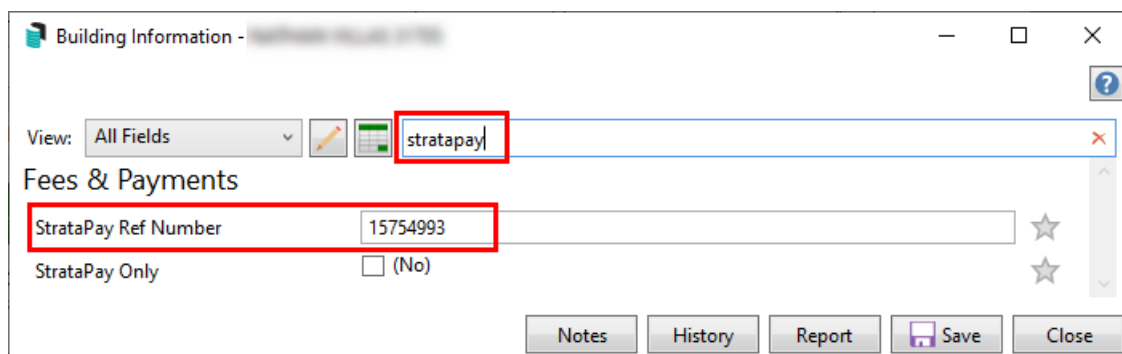
- Levy Notice, Invoice Printing, Ledger Card.

StrataPay Ref Number Setup

Before printing a StrataPay deposit slip, check that the 'StrataPay Ref Number' field in **Building Information** is populated. This number will be entered automatically for StrataCash Accounts, when the building uploads for the first time, when the below criteria is met:

- **Bank Account Setup** has an account number, plus
- Lots are added to the **Roll**, and
- The **StrataMax** menu has the building tagged to be uploaded daily.

If there is no StrataPay Ref Number, please contact our Support Team.



The screenshot shows a software window titled "Building Information". At the top, there is a search bar with the text "stratapay" entered. Below the search bar, there is a section titled "Fees & Payments". In this section, there is a field labeled "StrataPay Ref Number" with the value "15754993" entered. Below this field, there is a checkbox labeled "StrataPay Only" which is currently unchecked, with the text "(No)" next to it. At the bottom of the window, there are several buttons: "Notes", "History", "Report", "Save", and "Close".

StrataPay Deposit Form

The StrataPay Deposit form is used to deposit cheques at a Australia Post branch or to send to StrataPay. To print a StrataPay deposit form use the steps below:

1. Search or select ***Print Deposit Form***.
2. Ensure *StrataPay Deposit* is ticked (by default).
3. Select the *Account* for the deposit to post transactions to when banked.
4. Drawer will be populated from the Account name, this can be edited if required.
5. Click the Bank selector and select the account to make the deposit against - the branch will be populated from the bank selection.
6. Add the *Amount*.
7. Set the *Deposit Date* (today's date is pre-populated).
8. Add *Notes* if required. For example, '*Cheque received from prior manager.....*'
9. Click *Proceed*.
10. Select Screen (to view onscreen) or Printer (to print directly) and click *OK*.

Click the *History* button to review data for deposit forms that have been printed previously.

Deposit Form
✕

StrataPay Deposit Blank
 ?

Account	02100001 D Smith	...
Drawer	D Smith	
Bank	ANZ	...
Branch	Broadway	
Amount	1000	
Deposit Date	26/10/2023	
Notes	Cheque handed into office.	

History
View Agent Numbers
Proceed
Close

Payment Options

Tel: 1300 552 311 Ref: 1000 0049 4	Telephone: Call this number to pay by credit card. International: +613 8648 0158	
www.stratamax.com.au Ref: 1000 0049 4	Internet: Make credit card payments online Visit www.stratamax.com.au	
www.stratapay.com/ddr Ref: 1000 0049 4	Direct Debit: Make auto payments from your credit card or bank account. Visit stratapay.com/ddr to register	
Biller Code: 74633 Ref: 1000 0049 4	BPay: Contact your participating financial institution to make a payment from your cheque or savings account using BPay.	
Billpay Code: 3599 Ref No: 1000 0049 4	In Person: Present this bill at any Post Office to make cheque or EFTPOS payments.	
Make cheque payable to: StrataPay 1000 0049 4	Mail: Send cheque with this slip by mail to: StrataPay, Locked Bag 9 GCMC, Bundall Qld 9726 Australia	
BSB: 067-970 Account No: 1000 0049 4 (Applies to this bill only)	Internet Banking - EFT: Use this BSB and Account Number to pay directly from your bank account in Australian Dollars (AUD). Account Name: StrataPay Bank: CBA, Sydney, Australia.	

All payments made through StrataPay payment options are subject to User Terms and Conditions available at www.stratapay.com or by calling 1300 135 610 or email info@stratapay.com. By using the payment options provided by StrataPay you are taken to have read and understood these User Terms and Conditions prior to using StrataPay. Credit card acceptance is subject to notation above. Additional charges may apply.

STRATAPAY

StrataPay Reference

1000 0049 4

Amount

\$1,000.00

Due Date

01 Jan 22

STRATA MANGEMENT
300621/02100002 Lot 22/22

A Smith
208/1 The Piazza
WENTWORTH POINT NSW 2127

*3599 100000494

As BOQ will no longer be accepting cheque deposits from November 2026, the above option is recommended for depositing cheques. The BOQ deposit slip can still be accessed, until this time, by deselecting the 'StrataPay Deposit' tickbox and following the above steps, this is also the only option available to deposit cash.

Bank Deposit Form - Any Bank

The Deposit Slip produced will be based on the Bank selected in **Bank Account Setup** for the property. This allows you to deposit a cheque (based on the support for cheques) for the selected bank.

1. Search or select **Print Deposit Form**.
2. Select the *Account* for the deposit to post to when banked.
3. Drawer will be populated from the Account, this can be edited if required.
4. Click the Bank selector and select the account to make the deposit against - the branch will be populated from the bank selection.
5. Add the *Amount*.

6. Set the Deposit Date (today's date is pre-populated).
7. Add *Notes* if required.
8. Click *Proceed*.
9. Select *Screen* (to view onscreen) or *Printer* (to print directly) and click *OK*.

The screenshot shows a 'Deposit Form' dialog box with the following fields and values:

- Blank
- Account: 02100001 PENNY T
- Drawer: PENNY T
- Bank: ANZ
- Branch: Broadway
- Amount: 2500.00
- Deposit Date: 26/10/2023
- Notes: Cheque

Buttons at the bottom: History, View Agent Numbers, Proceed, Close.

Print a Deposit Form - Blank

A blank deposit form can be produced based on the Bank Account Setup however the funds will not allocate automatically in the **Bank Reconciliation**.

1. Search or select **Print Deposit Form**.
2. Ensure *Blank* is ticked.
3. Enter the *Drawer* details.
4. Click the Bank selector and select the bank and branch of the cheque - the branch will be populated from the bank selection.
5. Set the *Deposit Date* (today's date is pre-populated).
6. Add *Notes* if required.
7. Click *Proceed*.
8. Select *Screen* (to view onscreen) or *Printer* (to print directly) and click *OK*.

Deposit Form ×

Blank ?

Drawer

Bank ...

Branch

Deposit Date ▼

Notes