## OPERATING THE HIGH YIELD INVESTMENT ACCOUNT

Moving funds to and from the High Yield Investment Account:

* Each School will receive a “School Identification Number” (SIN) and instructions on how to calculate the “security code” as detailed below. The transfer of funds to and from the HYIA are to be done via the link:

<https://pnpnet.qvalent.com/HYIALoginViewServlet?cd_community=HYIVIC>

* The SIN is a unique confidential identifier for each School. Schools will be required to use their SIN each time a transfer is performed. It is extremely important that the SIN is appropriately safeguarded within each School. This number may need to be changed if the principal or business manager leaves the school.
* To change the SIN a request signed by the current principal and another signatory to the HYIA, must be forwarded to the Westpac Client Service Team – vicclientservice@westpac.com.au
* The Security Code, which must be entered each time you wish to transfer funds from the HYIA to the Official Account, is calculated by adding together, 1) the School’s SIN, 2) the amount of the transfer and 3) the date of request.

An **example** of how to calculate your security code is given below:

SIN Number (e.g) 12345

Amount of Transfer $20,000.00

Date of Request 16/02/07

*Calculate* 12345 + 2000000\* + 16 + 2 + 07

SECURITY CODE = 2012370

 *\* This item is simply the amount of the transfer leaving out the decimal point and including cents.*

* Westpac Bank can **ONLY** transfer funds to and from the School “Official Account”.
* If at any time you wish to change the details relating to your nominated School Council Official account (ie change of account) you must notify Westpac using the form “Amendment of Schools Official Account” Supplied in the “Forms for High Yield Investment Account” Section of the [Financial Management](https://www.education.vic.gov.au/school/teachers/management/finance/Pages/invest.aspx) website.