

Creating a tax payment in Australia.



Australian Government
Australian Taxation Office

Follow this guide to create a payment to the Australian Taxation Office.

To perform this procedure, you require Creator access to the Existing beneficiary payment feature, access to an Office that allows payments and a Westpac AUD account held in Australia within that office.

1. From the left-hand menu, select Payments > Create payments > Tax payment.

Main menu

- ▼ Payments
 - Create payments
 - Existing beneficiary
 - New beneficiary
 - Transfer funds
 - BPAY
 - Tax payment**
 - Recurring payment
 - Import file
 - File creation
 - Vostro payment
- Manage
 - Pending payments
 - Recurring payments
 - Beneficiary details
 - BPAY biller details
 - File templates
 - Reports
- Authorise
- View
 - Payment status
 - File status
- Export
- Set preferences
- Site map

Your settings

- ▶ Accounts
- ▶ Receipts
- ▶ Agency
- ▶ Administration
- ▶ Deposits
- ▶ Online FX
- ▶ Loans

User Guides

Create payment - tax payment

Create a tax payment Help

Enter the details of your tax payment. All information with an asterisk * is mandatory. Click **Authorise now** to authorise the tax payment.

Step 1 - Select office and debit account

* Office:

* From account: [Search for an account](#)

Current balance: 854.08+ Available balance: 854.08+ as at 4 January 2024 12:57 AEDT

Description:

Displayed on the debit account's bank statement

* Value date: [Calendar](#)

Step 2 - Australian Taxation Office (ATO) payment details

* Beneficiary: ATO EFT Deposit Trust Account 093003 316385

* EFT code:

[What is an EFT code?](#)

* Amount: AUD

Transaction limit: AUD 1,000.00
Limit remaining today: AUD 1,000.00

To authorise later with other payments click [Send to authorise](#)

2. Complete the details as follows:

- Select an **Office** from the list.
- Select a **From account**. (Must be a Westpac AUD account held in Australia)
- Enter the **Description** to appear on the bank statement of the account chosen above.
- Use the calendar to select the **Value date** for the payment up to 90 days in the future.
- Enter the **EFT Code** provided to you by the Australian Taxation Office (ATO).
- Enter the **Amount** of the tax payment.

Finalising the payment

3. Complete one the following:

- Select **Send to authorise** to make the payment available for authorisation.
- OR
- Where your access also allows you to authorise confirm there are available funds in the from account and that you have sufficient available authorisation limits and then select **Authorise now**.

Confirmation

Online Payments displays the **Payment confirmation** screen. If the status of the payment is “Created / unauthorised” or “Partially authorised” authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.