

## 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.

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

<b>Main menu</b> <b>▼ Payments</b> Create payments Existing beneficiary New beneficiary Transfer funds BPAY <b>Tax payment</b> Recurring payment Import file File creation Vostro payment <b>Manage</b> Pending payments Recurring payments Beneficiary details BPAY biller details File templates Reports <b>Authorise</b> <b>View</b> Payment status File status <b>Export</b> Set preferences Site map  ► Your settings ► Accounts	<b>Create payment - tax payment</b> <b>Create a tax payment</b> Enter the details of your tax payment. All information with an asterisk * is mandatory. (
	<b>Step 1 - Select office and debit account</b>
	* Office: <input type="text" value="Chair Services Pty Ltd"/>
	* From account: <input type="text" value="AUD 032000431 Account B"/>
	Current balance: 331.45+ Available balance: 331.45+ as at 10
	Description: <input type="text"/> Displayed on the debit account's bank statement
	* Value date: 10 November 2021 <input type="text" value="Calendar"/>
	<b>Step 2 - Australian Taxation Office (ATO) payment details</b>
	* Beneficiary: ATO EFT Deposit Trust Account 093003 316385
	* EFT code: <input type="text"/> What is an EFT code?
	* Amount: AUD <input type="text" value="0.00"/>

- 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

- 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**.

Send to authorise

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.