



Australian Government
Australian Taxation Office

Creating a tax payment in Australia.

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**.

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	Create payment - tax payment Create a tax payment ?	
	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: <input type="text" value="Finance Department"/>	* From account: <input type="text" value="AUD 032000- Working account"/> Search for an account
Description: <input type="text"/> <small>Displayed on the debit account's bank statement</small>		
* Value date: <input type="text" value="20 March 2025"/> Calendar		
Step 2 - Australian Taxation Office (ATO) payment details		
* 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**.

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.