Corporate Online



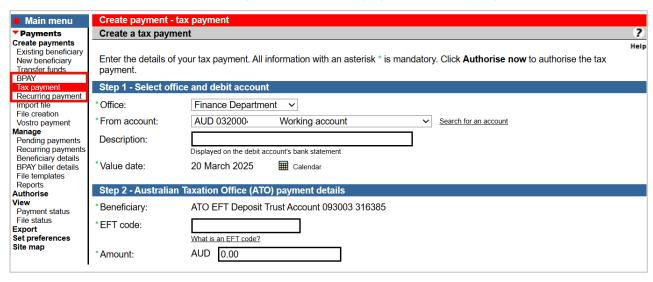
Creating a tax payment in Australia.



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.

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



- 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.