

## Creating a tax payment in New Zealand.

Follow this guide to create a payment to the New Zealand Inland Revenue Department.

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

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

- Complete the details as follows:

- Select an **Office** from the list.
- Select a **From account**. (Must be a Westpac NZD account held in New Zealand)
- Enter the **Description** to appear on the bank statement of the account above.
- Use the calendar to select the **Value date** for the payment up to 90 days in the future.
- Select the **Type of tax** this payment is for from the list.
- Enter your **IRD number**.
- Select the **Tax period** for which you are paying.
- Enter the **Amount** of the tax payment.

## Finalising the payment

- Complete one of 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.