

ANZ Bill Payment Instructions

Please note – this may incur a bank charge.

1. Open your Internet Banking
2. From the drop-down list, select your Bank Account from which you wish to make the payment

The screenshot shows the ANZ internet banking interface for paying a bill. At the top, there are navigation tabs: Home, Your accounts, Pay & transfer, Apply & open, and Your settings. Below this is the heading 'Pay a person or a bill'. A progress bar indicates the current step is '1. Details', with 'Enter your payment details' and '2. Confirm' as previous and next steps respectively. The 'From' field is a dropdown menu currently showing 'Benefits', which is circled in red. Below the dropdown is a horizontal line for the account name.

3. Click on the option: **A new person or company**

The screenshot shows the 'To' field selection screen. It has a horizontal line for the recipient name. Below this line are two buttons: 'Someone on your list' and 'A new person or company'. The 'A new person or company' button is circled in red. There is also an 'Or' separator between the two buttons.

A new screen will open.

4. In the Search box, type **Tararua District Council** in full

The screenshot shows the search screen for a new person or company. At the top, there is a button labeled 'A new person or company' and a link labeled 'Change'. Below this is a search box with the text 'Registered companies' and a magnifying glass icon. To the right of the search box is a prompt: 'Enter the name of the company you want to pay to see if we already have their details.' Below the search box is a 'Name *' label and an empty text input field.

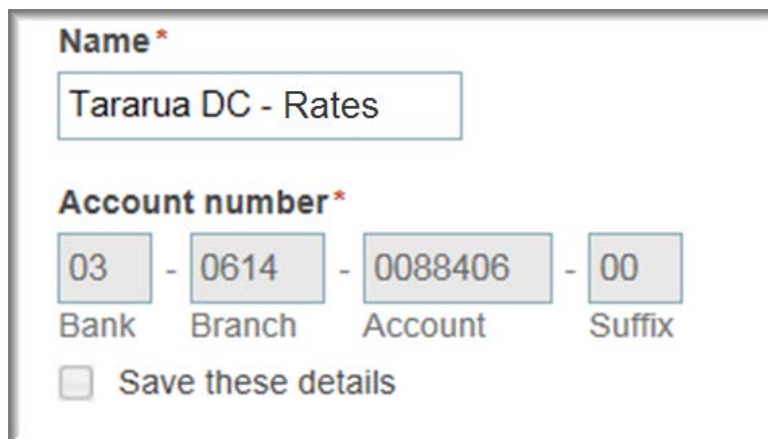
5. Select the correct Taranua District Council account
- Taranua District Council – Rates (for rates payments)
 - Taranua District Council – Water (for water payments)
 - Taranua District Council – Other (for payment relating to Account receivable and everything else)



The screenshot shows a search interface titled "Search registered companies". Below the title is a search bar containing the text "Taranua District Council" and a magnifying glass icon. Below the search bar, there is a list of search results, each separated by a horizontal line:

- Taranua District Council
- Taranua District Council - Others
- Taranua District Council - Rates
- Taranua District Council - Water

6. Once you have made your selection, in the **Name*** field **Taranua DC – ****** will appear and in the **Account number*** field, the Council bank account number will also appear (see below screen shot)



The screenshot shows a payment form with the following fields:

- Name***: A text box containing "Taranua DC - Rates".
- Account number***: A form with four separate input boxes for the account number, separated by hyphens. The values are: "03" (Bank), "0614" (Branch), "0088406" (Account), and "00" (Suffix).
- Save these details

7. Once you have created this payment, you can click in the **Save these details** check box for future use


Name *

Account number *
 - - -
 Bank Branch Account Suffix

Save these details

8. In the **Amount*** field, type in the payment amount
9. In the **Make this payment on*** field, type or select the date for payment

Amount *

Make this payment on *
  today after 10pm

Your limit for each payment is \$1,000. To change any of your limits call us on 0800 269 296 or visit your branch.

Your payment will be made after 10pm NZT on the chosen date subject to sufficient available funds.

10. In the **Details to appear on their statement** section, for type in the initials and surname as on the invoice (see below screen shot)
11. In the **Not Required** field, the reference number will automatically populate once the payment has been made (see below screen shot)
12. In the **Property ID*** field, for **rates** type your property ID number from your invoice, this field is numbers only (see below screen shot)

For Water type your property ID number from your invoice

For Account Receivable type your account number from you invoice

For everything else type in what you are paying for a list is provide on the website.

Details to appear on your statement

Particulars Code Reference

Enter information here to help you and the payee to identify your payment.

Details to appear on their statement

Initials & Surname here Your Property ID here
 Please enter your Not Required Please enter your
 Surname * Property ID *

13. Click on the **Next** button

A new screen will open.

14. Check all the payment details and information is correct

Pay a person or a bill

Confirm your payment details > 1. Details > **2. Confirm** Done

Confirm your payment of \$30.00 to be made after 10pm NZT tonight

From

Benefits

06-0613-000000

Details on your statement	Particulars	Code	Reference
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To

Tararua DC - Rates

03-0614-0088406-00

Details on their statement	Your initials & surname	Code	Your property ID no.
	Particulars		Reference

Cancel Change details Confirm & pay

15. Click on **Confirm & Pay** button to finish