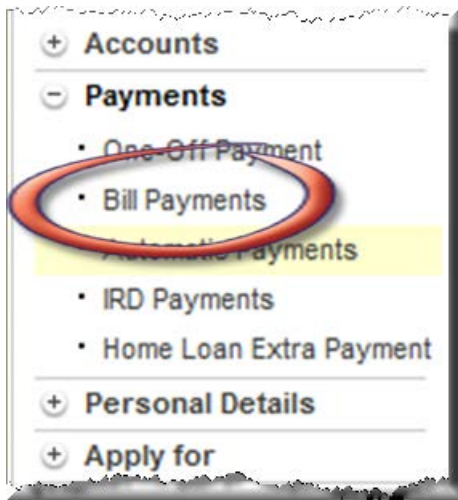


ASB Bill Payment Instructions

Please note – this may incur a bank fee.

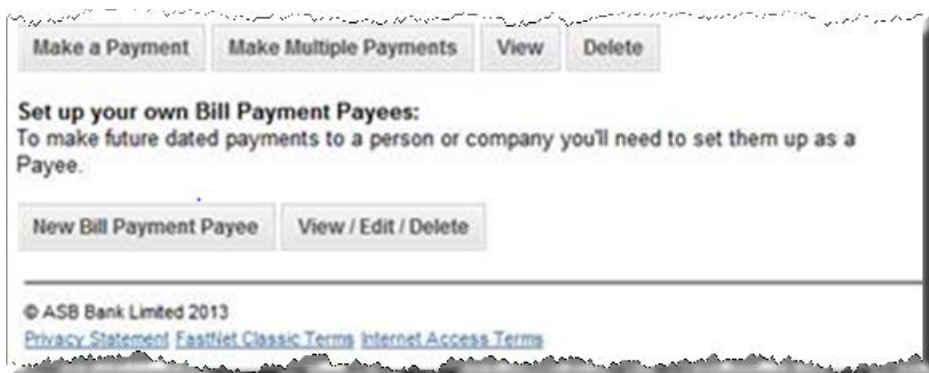
1. Open your Internet Banking and open the **Payments** option
2. Choose **Bill Payments**



A new screen will open.

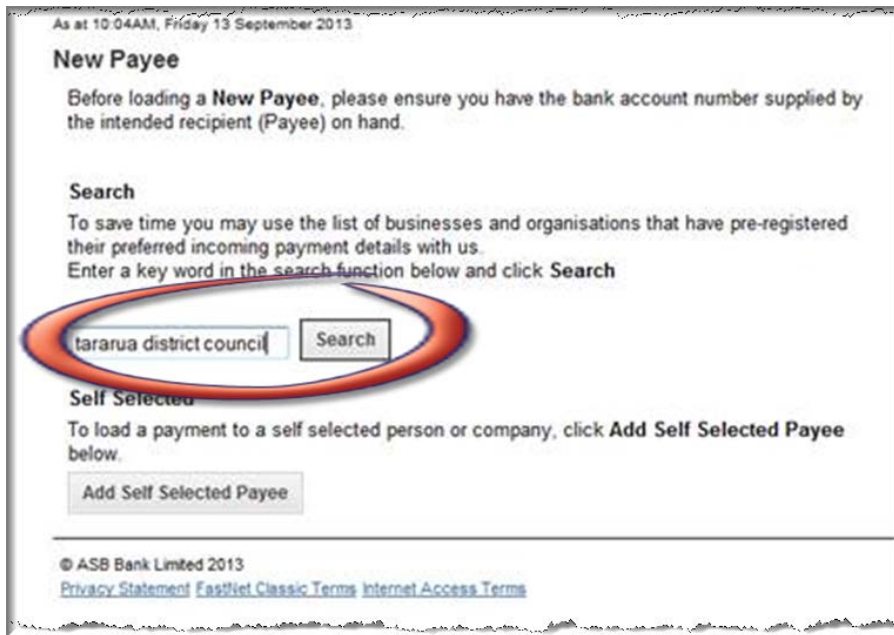


3. Click on the **New Bill Payment Payee** button



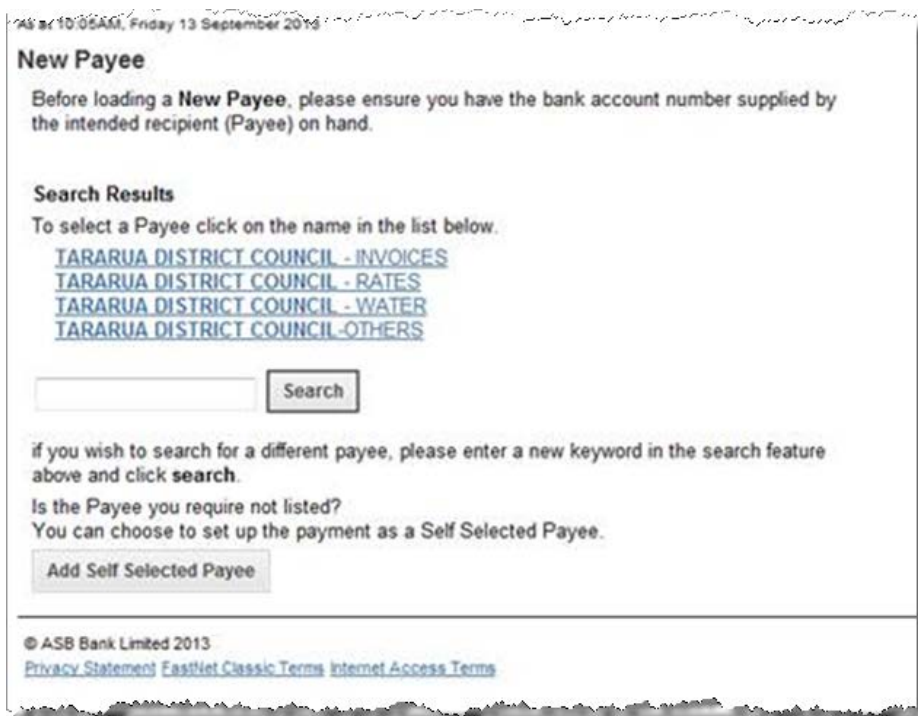
A new screen will open.

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



- Click on the **Search** button

A new screen will open.



- Select the correct Tararua District Council account for your payment

- Tararua District Council – Rates (for rates payments)
- Tararua District Council – Water (for water payments)

- Taranua District Council – Other (for payments relating to Account receivable and everything else)
7. Once you have made your selection, in the Payee Name field **Taranua District Council – ****** will appear

8. In the **Details to appear on their statement Surname** section, in the **Surname** field, type in the initials and surname as on the invoice (see below screen shot)
9. 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.

10. In the **Enter FastNet Password field**, type in your password

11. Click on the **Submit** button

A new screen will open.

As at 10:08AM, Friday 13 September 2013

Are you sure?

You are about to add a Payee for future payments to **TARARUA DISTRICT COUNCIL - RATES**.

This Payee will be loaded against your account number 12-0000-0011223-00 and can be selected for any future payments.

You must ensure the details provided on this authority are correct. ASB accepts no responsibility or liability for the accuracy of the information you have entered.

There is no fee charged to setup, alter or delete this Payee.

? Are you sure you want to do this?

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12. Read the information on the screen
13. Click on the **Yes** button – you have created the Bill Payee
You need to add the Bill Payment.
14. Click on the **Make a Payment** button

A new screen will open.

As at 10:03AM, Friday 13 September 2013

Add a Bill Payment

Select who the new Bill Payment is to:
Please select a Payee

Select which account to make the Bill Payment from:
From Account Available

Select the date for the Bill Payment:
13 /09 /2013

Enter the amount of the Bill Payment:
\$ 0.00

Any authority that has <Netcode applies> beside it will require Netcode validation if you are over your daily [Netcode](#) limit.

To add a New Payee, [click here](#).

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15. In **Select who the new Bill Payment is to** field, from the drop-down list, choose **Taranua District Council – *******
16. In **Select which account to make the Bill Payment from** field, select the account to make the payment

As at 10:03AM, Friday 13 September 2013

Add a Bill Payment

Select who the new Bill Payment is to:

Please select a Payee

Select which account to make the Bill Payment from:

From Account	Available
12-0000-0011223-00	\$200.00 <input type="text"/>

17. In **Select the date for the Bill Payment** field, type in date you wish to make payment
18. In **Enter the amount of the Bill Payment** field, from the drop-down list, type the amount you wish to pay

Select the date for the Bill Payment:

13 /09 /2013

Enter the amount of the Bill Payment:

\$ 35.00

Any authority that has <Netcode applies> beside it will require Netcode validation if you are over your daily [Netcode](#) limit.

To add a New Payee, [click here](#).

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19. Click on the **Add Bill Payment** button

A new screen will open.

As at 10:02AM, Friday 13 September 2013

Are you sure?

You are about to make a One-Off Payment of \$30.00

To: Taranua District Council - Rates
 Details to appear on their statement: Property ID No. Initials and Surname from Invoice
 From: the Omni Cheque account 12-0000-0011223-00 in the name of YOUR ACCOUNT NAME with an available balance of \$200.00

If your payment is being made to a non-ASB account, you should allow up to 1 working day from the time of this transaction for the funds to be credited to the other bank account.

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20. Check the payment details
21. Click on the **Yes** button