

BNZ Bill Payment Instructions

Please note – this may incur a bank charge.

1. Open your Internet Banking and go to **Transfers/Payments** window
2. From the Accounts drop-down list, select your Bank Account from which you wish to make the payment

The screenshot shows the BNZ internet banking interface. On the left, there is a 'Transfers and Payments List' menu with options like 'Make a Funds Transfer', 'Make a One Off Payment', 'Request a New Automatic Payment', 'Make a Bill Payment', 'Make a Tax Payment', 'Payee List', and 'Add a New Payee'. The main area has a 'Make a' section with buttons for 'Bill Payment', 'Funds Transfer', and 'One-off Payment', and a 'View Payees' link. Below this is a 'Display Transfers & Payments by Account' section with an 'Account' dropdown menu set to 'All Accounts'. At the bottom, there is a table header for 'Fund Transfers, One-off Payments, Bill Payments and Tax Payments' with columns for 'Payment Date', 'From Account', 'Type', 'To', 'Status', and 'Amount'. The table currently shows 'No Transfers / Payments created'.

3. On the left hand side list, click on the option: **Add a New Payee**

This screenshot is similar to the previous one, but the 'Add a New Payee' option in the left-hand menu is highlighted with a red circle. The rest of the interface remains the same.

A new screen will open.

4. Select the option: **Search for a company name to set up as a payee**
5. Click on the **Next** button

The screenshot shows the 'Add a New Payee' screen. The title bar says 'Add a New Payee' and the BNZ logo is in the top right. On the left, there is a 'Transfers and Payments List' menu with 'Add a New Payee' highlighted. The main area has a heading 'To set up a new payee, select one of the three options below and click the Next button. Fees may apply'. There are three radio button options:

- Search for a company name to set up as a payee, e.g. to pay household bills or credit cards
- View the full list of companies that have registered their details with Bank of New Zealand
- Set up an individual payee, e.g. to pay a friend or landlord

 At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a green background.

6. In the Company Name box, type **Tararua District Council** in full

Transfers and Payments List

- Make a Funds Transfer
- Make a One Off Payment
- Request a New Automatic Payment
- Make a Bill Payment
- Make a Tax Payment
- Payee List
- Add a New Payee

Selection

Company Name

7. Click on the **Go** button

A new screen will open.

8. Select the correct Tararua District Council account for your payment

- Tararua District Council – Rates (for rates payments)
- Tararua District Council – Water (for water payments)
- Tararua District Council – Other (for payment relating to Account receivable and everything else)

Company Name Search bnz

Transfers and Payments List

- Make a Funds Transfer
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- Payee List
- Add a New Payee

Selection

Company Name

Search Results

TARARUA DISTRICT COUNCIL - DEBTORS
TARARUA DISTRICT COUNCIL-OTHERS
TARARUA DISTRICT COUNCIL-RATES
TARARUA DISTRICT COUNCIL-WATER

9. Click on the **Next** button

A new screen will open.

10. Once you have made your selection, in the **Payee Name** field **Tararua District Council – Rates** will appear (see below screen shot)

11. In the **Payer Name** field, type in the initials and surname as on the invoice you have received from Taranua District Council
12. In the **Particulars** field, re-type in the initials and surname as on the invoice (see below screen shot)

In the **Code** field, the reference number will automatically populate (see above screen shot).

In the **Reference** field, for rates type your property ID number from your invoice, this field is numbers only (see above 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

Payee Name TARARUA DISTRICT COUNCIL-RATES

Identifier (optional) To help you distinguish payees of the same name

Payer Name **Initials & Surname** Your name or the person you are paying on behalf of

Particulars **Initials & Surname** SURNAME e.g. C J PERRY

Code RT95

Reference **Your Property ID here** PROPERTY ID e.g. 26782

- Click on the **Next** button

A new screen will open.

The following payee has been added to your payee list.

Details

Payee Name TARARUA DISTRICT COUNCIL-RATES

Identifier

Payer Name **Initials & Surname**

Particulars **Initials & Surname**

Code RT95

Reference **Your Property ID**

Statement Details

Your Statement	Particulars	Code	Reference

View Payees Make Bill Payment Now Add New Payee

- Click on the **Make Bill Payment Now** button

A new screen will open.

From Select an account... **To** Select Payee Name... [Add a new payee...](#)

Payment Date 16/09/2013

Amount

Reset **Pay**

Optional information

- From:** From the drop-down list, select the account you wish to make the payment from

16. **To:** From the drop-down list, select **Taranua District Council**
17. In the **Payment Date** field, type or select the date for payment
18. In the **Amount** field, type in the payment amount
19. Click on the **Pay** button

A new screen will open.

From	Smart Money Account	To	TARARUA DISTRICT COU	
Account number	02-0000-00111111-00	Payment Date	16/09/2013	
Available funds	\$400.00	To appear on payee's statement:		
To appear on your statement:		Initial & Su <i>(Particulars)</i>	RT95 <i>(Code)</i>	Assess No <i>(Reference)</i>
<i>(Particulars)</i>		<i>(Code)</i>		<i>(Reference)</i>
		Amount	\$150.00	
Edit Payment	Cancel Payment	Confirm Payment		

20. Check details and click on **Confirm Payment** button
21. Continue with any other banking business you may have