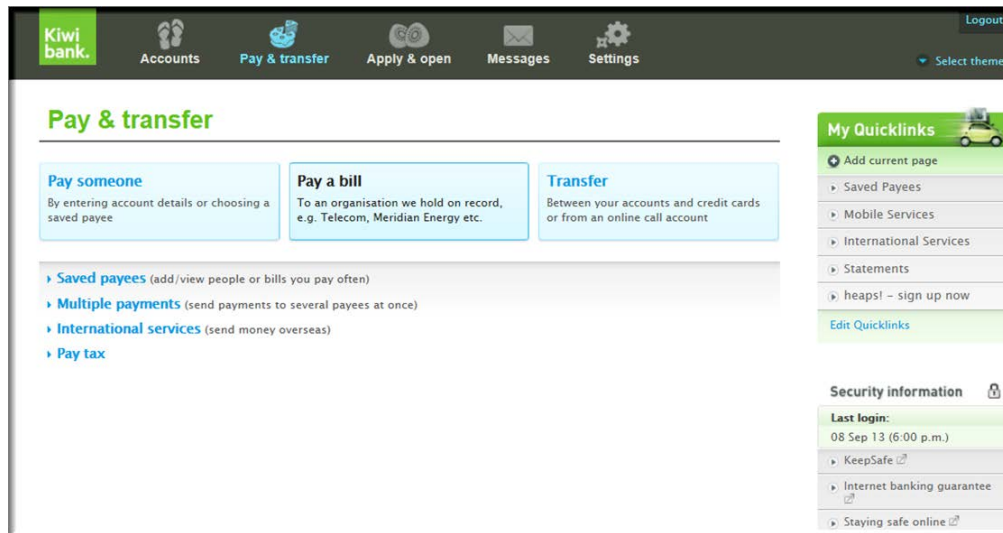


Kiwibank Bill Payment

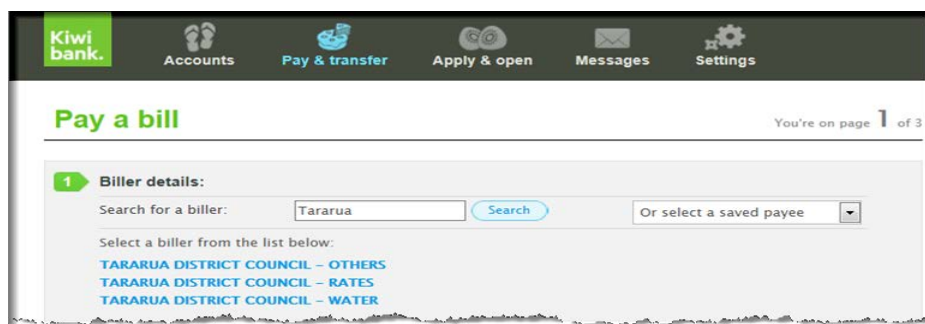
Please note – this may incur a bank fee.

1. Open your Internet Banking and go to **Pay & transfer**
2. Choose **Pay a bill**



A new screen will open.

3. In **Bill details** section: **Search for a biller** field, type **Tararua**
4. Click on the **Search** button – a list of three payments will appear



5. Click on
 - Tararua District Council – Rates (for rates payments)
 - Tararua District Council – Water (for water payments)
 - Tararua District Council – Other (for payments relating to Account receivable and everything else)
5. In **Payment Details** section: **Pay from account** field, from the drop-down list, select your Bank Account from which you wish to make the payment

6. In **Amount to pay** field, type the amount you wish to pay

2 Payment details:

Pay from account:

Amount to pay:

7. In **Date and frequency** section: **Make payment on** field, type in date you wish to make payment
8. In **Frequency** field, from the drop-down list, choose the frequency of payment

3 Date and frequency:

Make payment on: Today is 13 Sep '13

Frequency:

9. In **Statement Details** section: **On their statement** area, in the **Particulars** field, type the initials and surname from the invoice
10. In the **Code** field – type **WB96 for water, RT95 for rates and AR97 for everything else**
11. In the **Reference** field – for water type property number (numbers only) from the invoice

For Rates 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.

4 Statement details:

	Particulars	Code	Reference
On your statement (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>
On their statement (required)	<input type="text" value="Initials & Surname"/>	<input type="text" value="WB96"/>	<input type="text" value="Your Property ID No."/>

Next page You'll confirm the payment details.

[Back](#) [Cancel](#)

When this page is complete, it should look similar to the below screen shot.

1 Biller details:

Search for a biller: [Search](#) Or select a saved payee

Biller name: **TARARUA DISTRICT COUNCIL - RATES**

Save in payees list?

2 Payment details:

Pay from account: **Now 38-0011223-00 \$150**

Amount to pay: \$

3 Date and frequency:

Make payment on: Today is 13 Sep '13

Frequency:

Last payment date: Leave blank if there's no end date.

Info Creating or editing an automatic payment costs \$2.00.

4 Statement details:

	Particulars	Code	Reference
On your statement (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>
On their statement (required)	<input type="text" value="Initial & Su"/>	<input type="text" value="WB96"/>	<input type="text" value="Your Property ID."/> Copy

[Next page](#) You'll confirm the payment details.

[Back](#) [Cancel](#)

12. Click on the **Next page** button

A new screen will open.

Kiwi bank. Accounts Pay & transfer Apply & open Messages Settings

Pay a bill You're on page 2 of 3

Transaction summary (please check before submitting)

From account: 38-0011223-00 Now

To account: TARARUA DISTRICT COUNCIL - WATER

Start date: 13 September 2013

Processing time: We process future-dated payments at the end of each day - usually around 10pm on the due date. If the due date falls on a weekend or public holiday, the payment is sent on the next business day. Processing times for other banks may vary.

Frequency: Every two weeks

End date: Until further notice

Amount: \$20

Statement details	Particulars	Code	Reference
On your statement	-	-	-
On their statement	Initial & Su	WB96	Your Property ID No.

Info Creating or editing an automatic payment costs \$2.00.

[Make payment](#)

[Back](#) [Cancel](#)

13. Check all the information is correct
14. Click on the **Make payment** button