

Westpac Bill Payment Instructions

Please note – this may incur a bank charge.

1. Open your Internet Banking and go to **Transfer money / Pay Anyone**
2. On the left hand side, click on the option: **Set up and save someone new to pay online**

3. In the Pre-registered field, type **Tararua District Council** in full

4. Click on the **Next Step** button

A new screen will open.

Set up and save someone new to pay online

3

Select an organisation -

- Tararua District Council - Others
- Tararua District Council - Rates
- Tararua District Council - Water

Can't find the person / organisation's name?
Check the spelling from your invoice and re-enter in the field below.
(Contact us on 0800 400 600 if you need help at any stage.)

4

[Go back](#) [Next step](#) (You'll add the reference details for the new biller)

5. 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 payments relating to Account receivable and everything else)

6. Click on the **Next Step** button

A new screen will open.

Set up and save someone new to pay online

The following details identify your payments to **Tararua District Council - Rates**
(Contact us on 0800 400 600 if you need help at any stage.)

5

Their statement reference details
Information required to identify your payments to them

Please enter your surname and initials e.g. Smith J
Initials & Surname

Please enter your Customer Number e.g. 53352.02
Property ID No.

Your statement reference details
Information required to identify this payment to your statement

6

If needed, add a nickname to help you identify them online -

7

[Go back](#) [Next step](#) (You'll confirm your new payment details)

7. Under the **Their statement reference details** section, click in the **Please enter your surname and initials** field, type in the initials and surname as on the invoice
8. For rate In the **Please enter your Customer Number** field, type your property ID number from your invoice, this field is numbers only

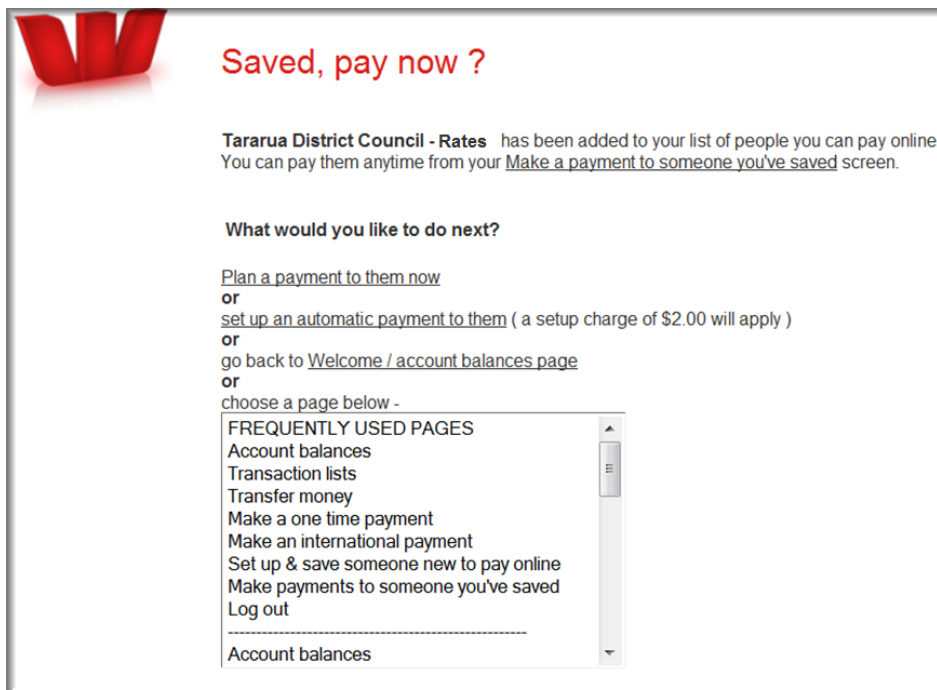
For Water type your property ID number from your invoice

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.

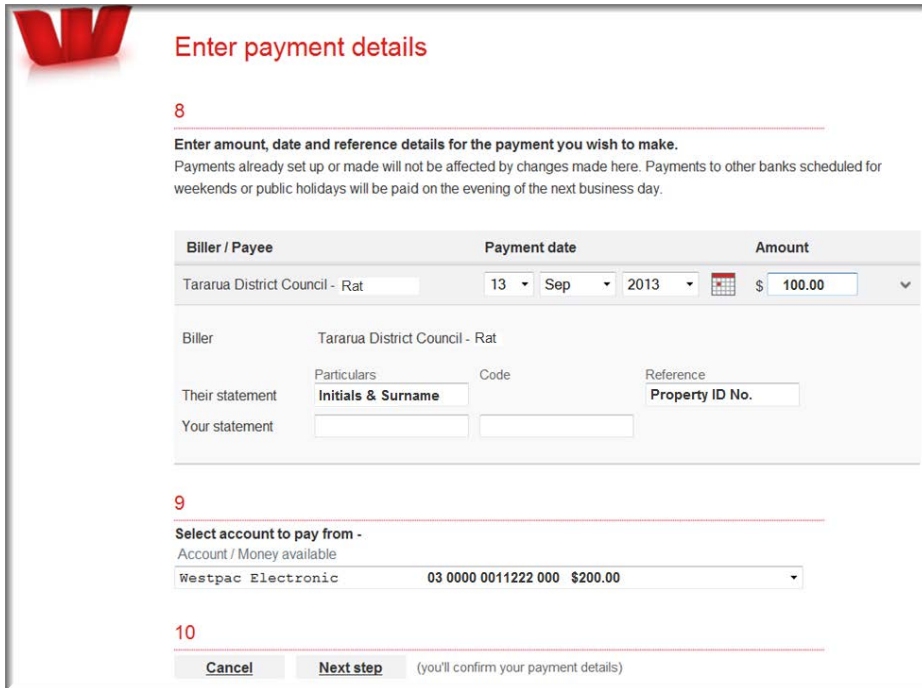
9. Click on the **Next Step** button

A new screen will open. Your new Payee has been setup and saved.



10. Click on the **Plan a payment to them now** link

A new screen will open.



Enter payment details

8

Enter amount, date and reference details for the payment you wish to make.
Payments already set up or made will not be affected by changes made here. Payments to other banks scheduled for weekends or public holidays will be paid on the evening of the next business day.

Biller / Payee	Payment date	Amount
Taranua District Council - Rat	13 Sep 2013	\$ 100.00

Biller: Taranua District Council - Rat
 Their statement: Particulars: **Initials & Surname** Code: Reference: **Property ID No.**
 Your statement:

9

Select account to pay from -
Account / Money available

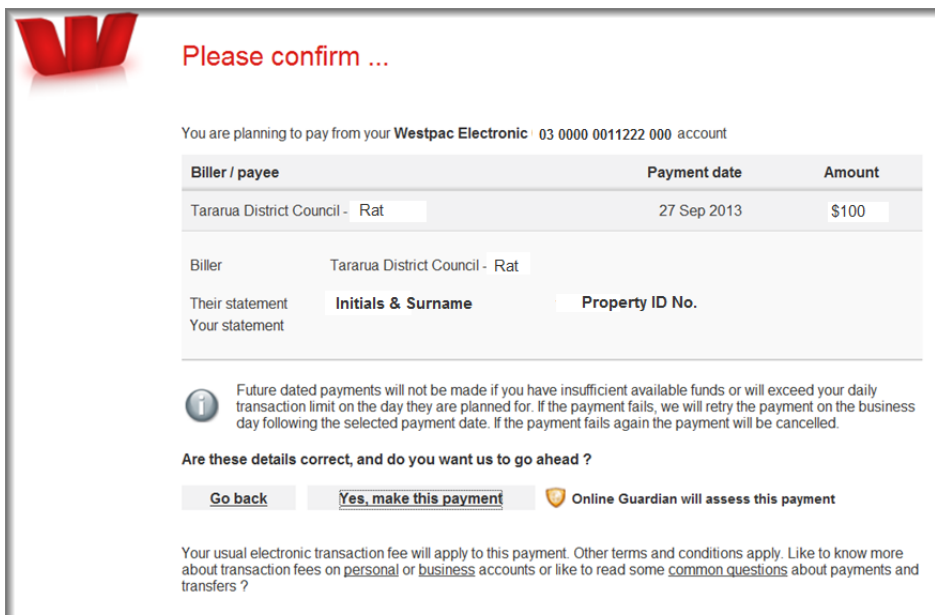
Westpac Electronic	03 0000 0011222 000	\$200.00
--------------------	---------------------	----------

10

(you'll confirm your payment details)

11. In the **Payment date** field, type or select the date for payment
12. In the **Amount** field, type in the payment amount
13. In the **Select account to pay from** field, from the drop-down list, select your account you wish to make the payment from
14. Click on the **Next Step** button

A new screen will open.




Please confirm ...

You are planning to pay from your **Westpac Electronic** 03 0000 0011222 000 account

Biller / payee	Payment date	Amount
Taranua District Council - Rat	27 Sep 2013	\$100

Biller: Taranua District Council - Rat
 Their statement: **Initials & Surname** **Property ID No.**
 Your statement:

 Future dated payments will not be made if you have insufficient available funds or will exceed your daily transaction limit on the day they are planned for. If the payment fails, we will retry the payment on the business day following the selected payment date. If the payment fails again the payment will be cancelled.

Are these details correct, and do you want us to go ahead ?

Your usual electronic transaction fee will apply to this payment. Other terms and conditions apply. Like to know more about transaction fees on [personal](#) or [business](#) accounts or like to read some [common questions](#) about payments and transfers ?

15. Check ALL the payment details and information is correct

16. Click on the **Yes, make this payment** button
17. Continue with any other banking business you may have