## **Corporate Online**



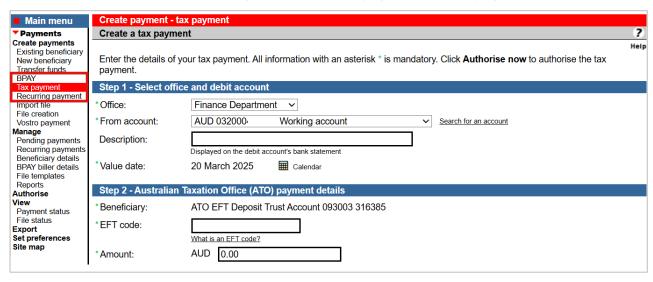
## Creating a tax payment in Australia.



Follow this guide to create a payment to the Australian Taxation Office.

To perform this procedure, you require **Creator** access to the **Existing beneficiary payment** feature, access to an **Office** that allows payments and a **Westpac AUD account** held in Australia within that office.

1. From the left-hand menu, select Payments > Create payments > Tax payment.



- 2. Complete the details as follows:
  - Select an Office from the list.
  - Select a From account. (Must be a Westpac AUD account held in Australia)
  - Enter the **Description** to appear on the bank statement of the account chosen above.
  - Use the calendar to select the Value date for the payment up to 90 days in the future.
  - Enter the EFT Code provided to you by the Australian Taxation Office (ATO).
  - Enter the **Amount** of the tax payment.

## Finalising the payment

- 3. Complete one the following:
  - Select Send to authorise to make the payment available for authorisation.
    OR
  - Where your access also allows you to authorise confirm there are available funds in the from account and that you have sufficient available authorisation limits and then select Authorise now.

## Confirmation

Online Payments displays the **Payment confirmation** screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.