

How to Pay your Tax Online

IMPORTANT INFORMATION

All you need to get it right ...

- Payment date
- IRD number
- Tax Type
- Tax Year/Period

Where do you find this information

Set out on our reminder letter & payment slip

What are the common tax types ...

- **INC** = income tax (includes provisional tax)
- **GST** = goods & services tax
- **DED** = monthly deductions from employees wages (PAYE, Kiwisaver etc.)
- **IPS** = resident withholding tax on interest paid
- **NCP** = child support (liable parent)
- **SLE** = your own student loan payments (interim or voluntary)
- **ARR** = tax under instalment arrangement

Paying tax online is one way of ensuring your tax is paid on time. And it's easy! Especially if you are familiar with internet banking. Other than ensuring you pay by the due date there are three really important things to ensure you have right...

- **your IRD number** entered into the particulars field, this is always on the reminder letter we send to you
- **the tax type** entered into the code field, this is also in our reminder letter. For income tax it is INC.
- **the tax year or period** entered into the code field after the tax type, this is ddmmyy format and is also on the reminder letter

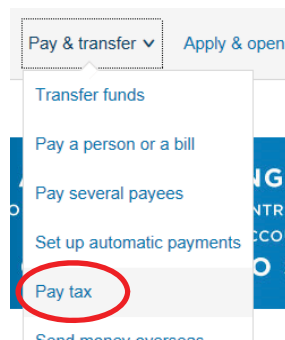
Payment slip

		OFFICE USE ONLY	
		Year	Code
End-of-year tax	INC	9 0 0	\$
Provisional tax	INC	2015 9 0 0	\$
Other			\$
Total amount			\$

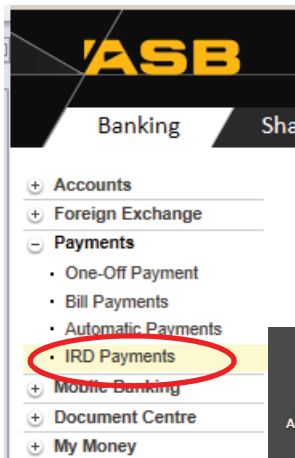
Please ensure it agrees with your payment.

So where to go...

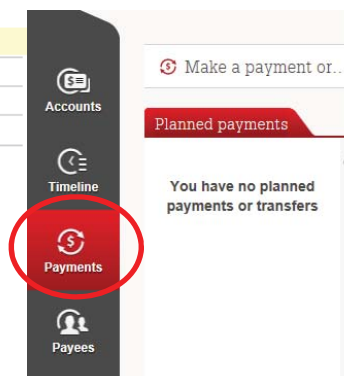
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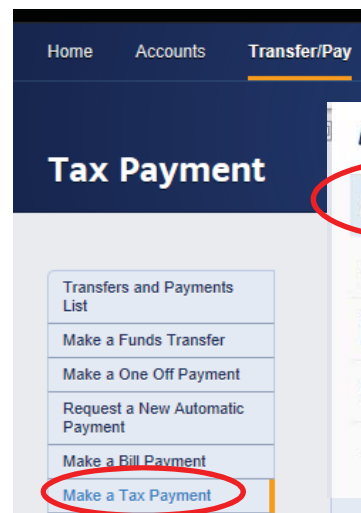
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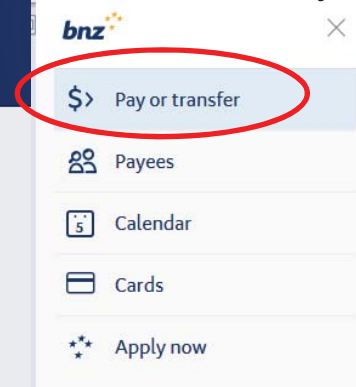
Westpac:



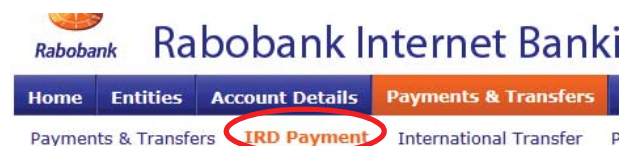
BNZ Classic:



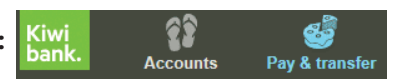
BNZ YouMoney:



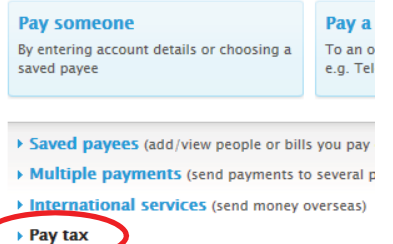
Rabobank:



Kiwibank:



Pay & transfer



IMPORTANT INFORMATION

How do you include these?

- Particulars = your IRD number
- Code = tax type and tax year
- Reference = leave blank

Tax Year Examples for Income Tax

- 2014 = 310314
- 2015 = 310315
- 2016 = 310316

Tax Period Examples for Other Tax Types

- May 2015 = 310515
- September 2015 = 300915
- December 2015 = 311215

IRD Bank Account

Westpac Bank
03-0049-0001100-027

If you require any further information, you can phone us (03) 418 0020

Or visit our website
www.shandthomson.co.nz
for more information

The IRD website is also helpful...

www.ird.govt.nz/makepayment/internet-banking/internet-banking-index.html?id=2014PaymentIR

Getting the year/period right...

The tax year is the most confusing of the three and the cause of the most problems. Any time the year is incorrect, late payment notices and letters are issued, penalties imposed and manual intervention is needed to have the amounts transferred to the correct year.

When you are paying income tax the year is the critical factor – the days and month are always 31 03 for 31st March, New Zealand's national tax year close. For other tax types the period will depend on the return period the payment is covering and is usually found on either the Inland Revenue Department's form (PAYE, RWT, GST) or provided by us.

ANZ Bank (www.anz.co.nz):



Once you have entered your IRD number, tax type, payment amount and payment date, you are prompted to enter a 'Tax Period End Date'. You must select the month and the year.

Tax Period End Date: 31 March

ASB Bank (www.asb.co.nz):



After you have selected the tax type, you will be prompted to enter the 'Tax Period Ended'. If you choose INC it will automatically populate 31 March, and you then need to select the year. If you select any other tax type, you will need to choose both the correct month and year.

Tax "period ended" * 31 Mar

BNZ Classic (www.bnz.co.nz):



After you have selected the tax type you will be prompted for your period/year end details.

To Inland Revenue

Tax Type: Select a tax type...

IRD/GST Number:

Payer Name:

Payment Date: 05/05/2015

BNZ YouMoney (www.bnz.co.nz):

After you have selected the tax type you will be prompted for your period ending details.

PERIOD ENDING: Select an end period date

Kiwibank (www.kiwibank.co.nz):



You must select the correct tax period end date in Box 1.

Select tax period end date: 2015 March 31

Year Month ending

Rabobank (www.rabobank.co.nz):

You will be prompted for your period/year end details once you have selected your tax type code.



Tax Type Code: -- Please select a Tax Code --

Westpac Bank (www.westpac.co.nz):



The period end details are entered once you have selected your tax type.

Period end: 31 Mar 2015