

## 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

### 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

# How to Pay your Tax Online

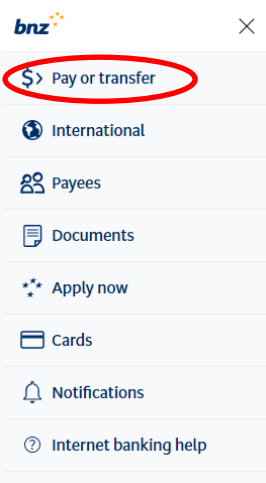
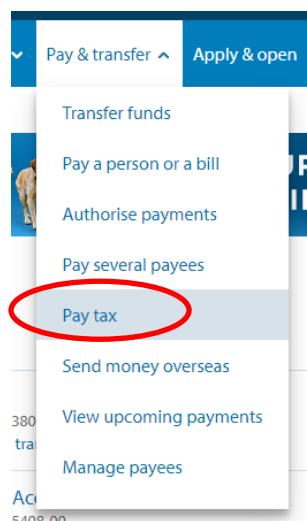
Paying tax online is one way of ensuring your tax is paid on time. And it's easy! Especially if you are familiar with internet banking. Other than ensuring you pay by the due date there are three really important things to ensure you have right...

- **your IRD number** .... entered into the particulars field, this is always on the reminder notice which we email to you
- **the tax type** .... entered into the code field, this is also in our reminder email 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 notice

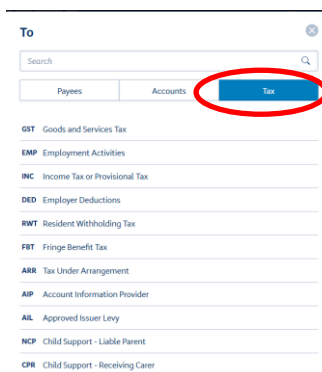
**Taxpayer:** John Smith  
**IRD Number:** xxx-xxx-xxx  
**Tax Type**  
**INC - Income tax**  
**Period End**  
**31/03/2022**

## So where to go...

### ANZ:

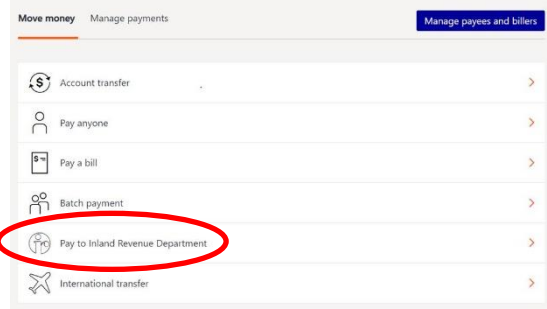


### BNZ:

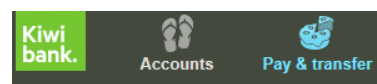


### Rabobank:

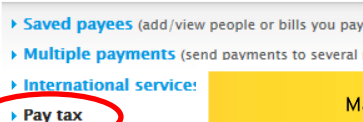
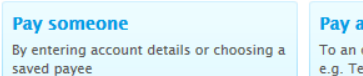
#### Transfer and pay



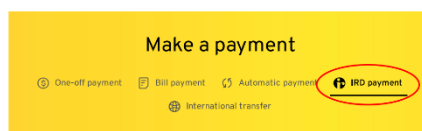
### Kiwibank:



#### Pay & transfer

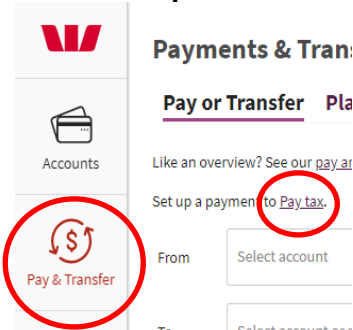


### ASB:



**IRD Payments**  
 IRD Payments are the easy way to arrange a payment to the Inland Revenue Department.  
 Please select which type of payment you wish to make:  
 Payment Type  
 Please select a Tax Type

### Westpac:



## 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

- 2023 = 310323
- 2024 = 310324
- 2025 = 310325

### Tax Period Examples for Other Tax Types

- May 2023 = 310523
- September 2023 = 300923
- December 2023 = 311223

### IRD Bank Account #

Westpac Bank  
03-0049-0001100-27

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

Or visit our website  
[www.shandthomson.co.nz](http://www.shandthomson.co.nz)  
for more information

The IRD website is also helpful...

[www.ird.govt.nz/managing-my-tax/make-a-payment/ways-of-paying](http://www.ird.govt.nz/managing-my-tax/make-a-payment/ways-of-paying)

## 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 31<sup>st</sup> 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](http://www.anz.co.nz)):



Along with entering your IRD number, tax type, payment amount and payment date, you are prompted to enter a 'Tax Period End Date'. 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 end date \*

31 March

Please select a year

### ASB Bank ([www.asb.co.nz](http://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 ([www.bnz.co.nz](http://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](http://www.kiwibank.co.nz)):



You must select the correct tax period end date (year and month) in Box 1.

Select tax period end date:

Year

Please choose Month ending

### Rabobank ([www.rabobank.co.nz](http://www.rabobank.co.nz)):



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

Tax code type

Search for a tax type code

### Westpac Bank ([www.westpac.co.nz](http://www.westpac.co.nz)):



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

Period end:

Month

Year