



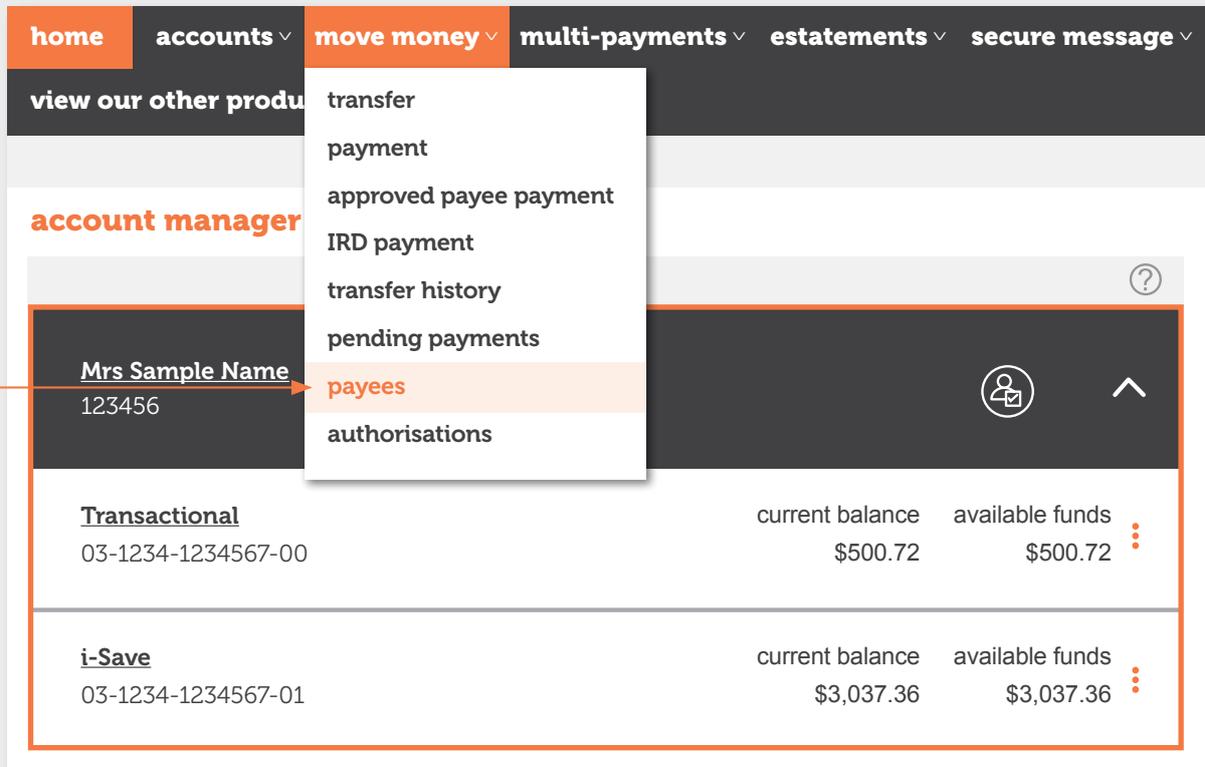
How to...

Add a new payee.

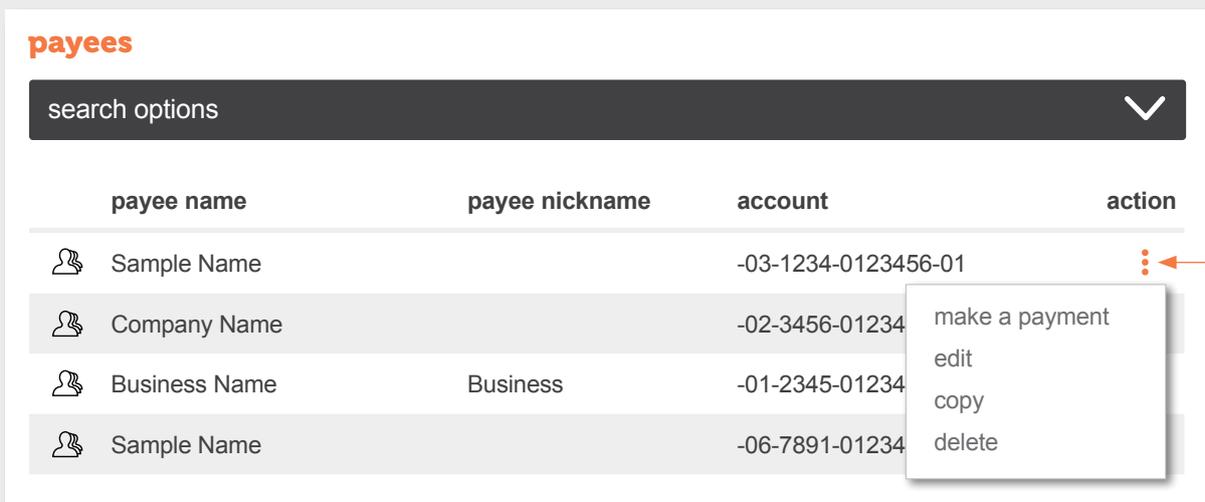
SBS Internet banking guides.



Step 1. ▶ Payees.



Click on the **move money** tab and select **payees** from the drop-down menu. You can make payments from this screen but if you want to make a one-off payment select the type of payment under the **move money** tab.



TIP: By clicking on the three orange dots beside your existing payee, you can also **make a payment**, **edit**, **copy** and **delete** a payee.

Step 2. ▶ Select payment type.

Depending on the type of payee you want to add select one of the below options:

For an individual.
For a large organisation (i.e. Contact Energy, Spark).
For tax payments to Inland Revenue.

Add payee details:

enter payee details

account number *	payee account name *
<input type="text"/>	<input type="text"/>
particulars	code
<input type="text"/>	<input type="text"/>
reference	
<input type="text"/>	
<input checked="" type="checkbox"/> use different details on my statement	
<input type="checkbox"/> add to payee list	
payee nickname	
<input type="text"/>	
CONTINUE	CANCEL

- ▶ Enter the payee's **account number** and **payee account name**.
- ▶ Fill in the **particulars**, **reference** and **code** fields. The payee will see these details on their statement. Not all fields are required, however at least one field is required in order for you to make a payment.
- ▶ If you wish to see different details on your statement, click **use different details on my statement**.
- ▶ The **payee nickname** is optional and for your statement details only. Click **CONTINUE**. Your new payee will be added to the payees list.

Add approved payee details:

+ ADD APPROVED PAYEE

enter approved payee details

please enter the first three characters (including spaces) of the approved payee you wish to search.

Con

Blackley Construction Limited

Consumer Finance Limited

Contact Energy Ltd - Empower

Contact Energy Ltd - Tasman Energy Ltd

Enter the first three characters of the payee name and select the payee.
Click **CONTINUE**, this will pre-populate the account number and name.

enter approved payee details

please enter the first three characters (including spaces) of the approved payee you wish to search.

Contact Energy Ltd

account number

03-1234-0123456-01

particulars

surname, initial

code

this field is not required

reference

10 digit account number, account id/account number
located top right hand side of invoice.

use different details on my statement

add to payee list

Fill in the **particulars**, **code** and **reference** fields – under each box there will be an outline of what is required.

Add IRD payee details:

+ ADD IRD PAYEE

enter IRD payee details

IRD Number

12345678

The IRD number entered is valid.

tax type code *

rwt - resident withholding tax



- ncp - child support - liable parent
- nrt - non-resident withholding tax
- pie - portfolio investment entity
- rdi - research and development incentive
- reb - rebate payment claim
- rlt - resident land withholding tax
- rul - rulings & determinations
- rwt - resident withholding tax

Enter the **IRD number**.

Enter the **tax type code**.

Click **CONTINUE**. Your new payee will be added to the payees list.

CONTINUE



Check out our full range of 'How to' guides:

[Log in and set up your password](#)

[View accounts, balances and transaction history](#)

[Add a new payee](#)

[Make a payment](#)

[Set up multi-payments](#)

[View and download statements](#)

[Authorise transactions for multiple signatories](#)

You can also follow our 'How to' online videos by visiting our website sbsbank.co.nz/how-to-guides

If you prefer to chat with our friendly team you can give us a call on **0800 727 2265** and we can talk you through it step-by-step.

