Tax payments

A guide for users of Corporate Online Payments in Australia

Follow this guide to create a tax payment to the Australian Taxation Office which Corporate Online treats as an overnight payment to an existing beneficiary.

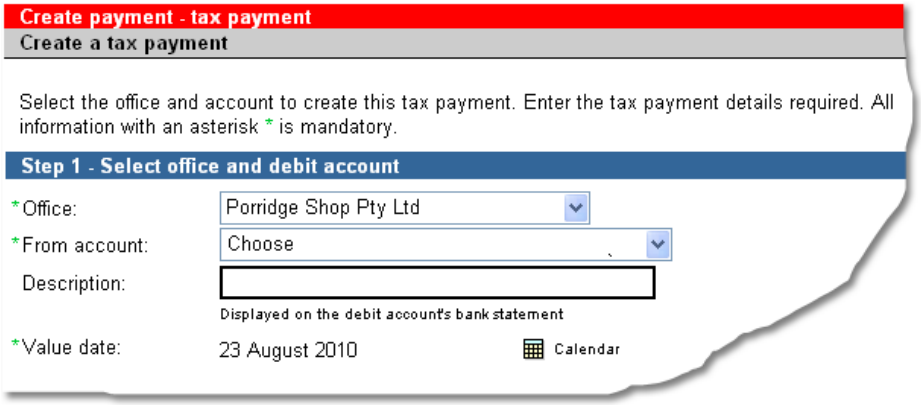
To perform this procedure you require *Creator* access to the *Existing beneficiary payments* feature, access to an office that allows payments and a debit account within that office.

Getting started

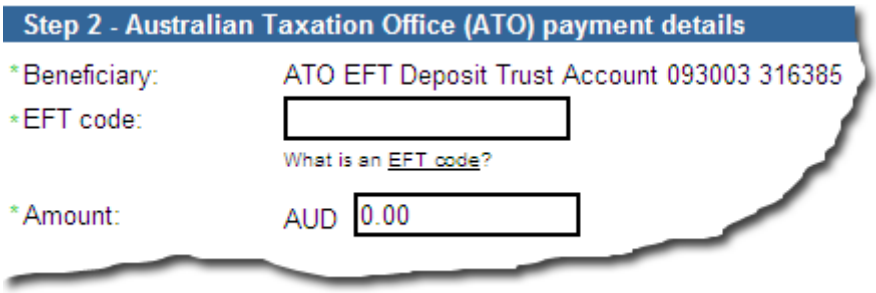
- From the left-hand menu, select **Payments** > **Create payments** > Tax payment.

✓ Corporate Online displays the Create a tax payment screen.

Entering tax payment details

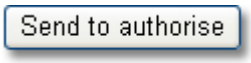


- Select an **Office** from the list.
- Select the **Account** to make the payment from.
- Enter the **Description** you want to appear on the bank statement of the account chosen above.
- Use the calendar to select the **Value date** for the payment up to 90 days in the future.



The beneficiary is set to the ATO EFT Deposit Trust Account.

- Enter the **EFT Code** provided to you by the Australian Taxation Office (ATO).
- Enter the **Amount** of the tax payment in Australian dollars.
- Click the **Send to authorise** button to make the payment available for authorisation.



OR

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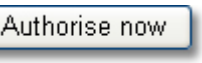
- Where your access also allows you to authorise payments click the **Authorise now** button.



✓ Corporate Online updates the payment's status and then displays the Tax payment confirmation screen.

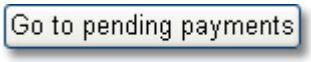
Payment confirmation

☺ Online Payments displays the status of the payment. If "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made.

- To print details of the payment click the **Print preview** button.

✓ Corporate Online displays the payment details report in a new window ready for printing.

- To view the list of payments screen click the **Go to pending payments** button.



✓ Corporate Online displayed the Manage > Pending payments screen.

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