

# Paying your accounts via Internet or Bank Transfer - Information & instruction guide



**All internet transfers** to Council's bank account must be accompanied by the relevant account number as the **first reference**. These come in a variety of formats such as rates, water, & debtor accounts.

The second reference should be the associated owner, individual or company name. Examples of your referencing with payments would be as follow:

**Rates** transfers & automatic payments **must** include the 10 digit valuation or assessment reference as the first reference i.e. –

- Ref 1 - Valuation/Assessment No: **2846299999 (no gaps or dashes)**
- Ref 2 - Name: **Smith**
- Ref 3 - Other (not required, but suggested example): **Brown Street**

**Water** account payments **must** include the 5 digit account number as their first reference, i.e. –

- Ref 1 - Account No: **13579**
- Ref 2 - Name: **Smith**
- Ref 3 - Other (not required, but suggested example): **Brown Street**

**Debtor** accounts must be accompanied by the relevant Customer or Consent Number which is stated on your statement or invoice. As previous the customer number or **resource or building** consent number must be the first reference, i.e. –

- Ref 1 - Account No: **345678 (or: RC100246, BC100357 etc)**
- Ref 2 - Name: **Smith**
- Ref 3 - Other (Invoice number suggested) **54321**

## **Please do not:**

- Make payments for rates accounts to preloaded water accounts.
- Make payments for water accounts to preloaded rate accounts.
- Make one payment for multiple valuations or water accounts, or combine two types
- Use your 'old' preloaded bill payee details if you have moved house
- Pay the *Otago Regional Council* – we are the **Central Otago District Council**

## **Please do:**

- Make **one transfer per account** – your rating account is **not** the same as your water account
- Make one transfer for **each of your properties** if you have more than one
- Delete and reload your preloaded transfer detail if you have moved house
- Try searching for us in "Preloaded Bill Payees". We are registered with most banks, but remember, we are the **District Council**, not the *Regional Council*
- Contact us on 03 4400 056 if you need some help.

## **Council account details:**

- **Bank:** Bank of New Zealand
- **Branch:** Alexandra
- **Account number:** 02 0916 0081744 00
  
- **Swift Code:** BKNZ NZ22\*

\* Please note - Swift Code is only required by overseas banks for transfers to Council from overseas bank accounts.