

How to make international payments using Internet Banking

This guide will help you to make an international payment (telegraphic transfer) using Internet Banking. You can do this any time between 7am-11pm on business days.

To get started, you need to be registered for Internet Banking. If you're not, don't worry, it's easy to get set up, and we have a supporting guide if you need it. Register at [bnz.co.nz](https://www.bnz.co.nz). You'll also need your NetGuard card or the BNZ app set up on your smartphone.

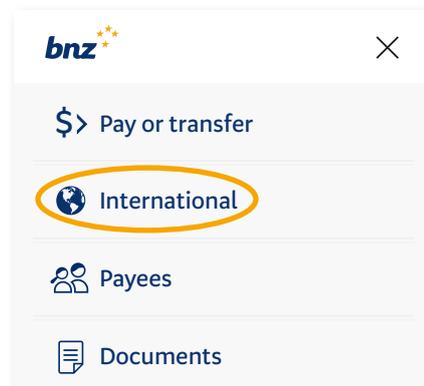


To make your international payment, you'll need to know the currency and amount you want to send*. You'll also need to know your payee's full name and physical address, as well as their bank details (bank name, branch name and address, and their bank account number).

Depending on the country you're sending a payment to, you may also be asked for an IBAN (International Bank Account Number), Clearing Code, or SWIFT BIC Code. To get this information, contact your overseas payee.

Step 1. Log in to Internet Banking, click **Menu** and select **International**.

Depending on your security settings, you may be asked to enter your NetGuard coordinates, or authenticate with your BNZ app.



Step 2. Click the **Select an existing payee**, or **+ Someone new** field.

If your payee is already set up, you'll find them in the list of your international payees. You can now skip to step 5.

If your payee isn't listed, click **+ Someone new** to create a new payee.



Step 3. Enter your payee's name, currency and country of payee's bank in each of the fields.

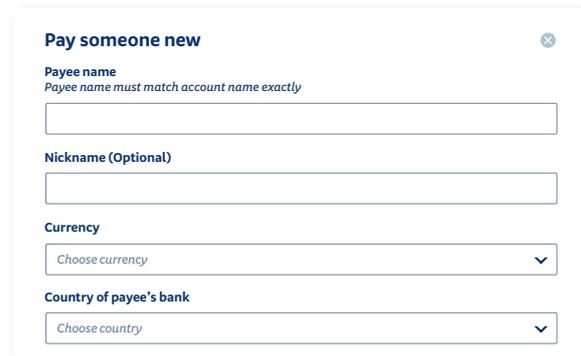
The country and currency you've selected will determine what further information is required. You'll see either:

- a field to enter your payee's **Account number** and a field to enter your payee's bank code, such as a **SWIFT (BIC)** or **National Clearing Code**

or

- a field to enter your payee's **IBAN**

Your payee must provide you with these details.



Pay someone new

Payee name
Payee name must match account name exactly

Nickname (Optional)

Currency
Choose currency

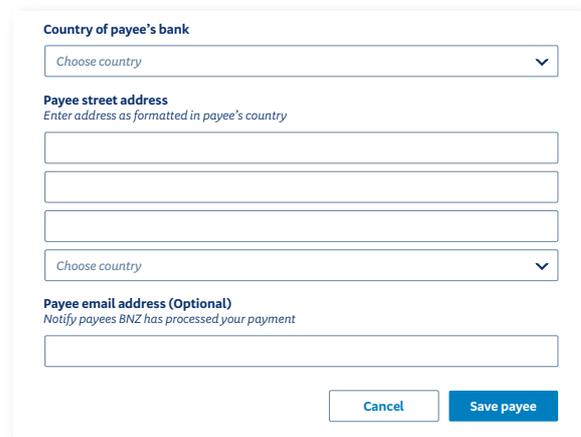
Country of payee's bank
Choose country

Step 4. Enter your payee's street address.

If your payee's bank is in South Africa, you'll also need to provide a contact name and phone number for your payee.

An email address can also be entered for your payee to be notified when BNZ send the payment.

Select **Save payee**.



Country of payee's bank
Choose country

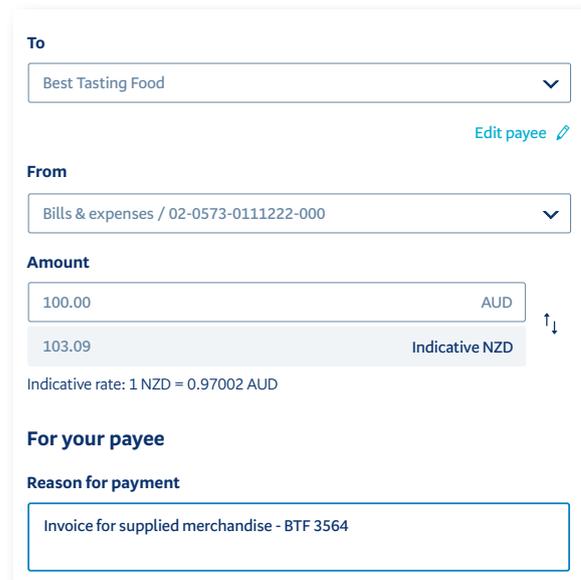
Payee street address
Enter address as formatted in payee's country

Payee email address (Optional)
Notify payees BNZ has processed your payment

Cancel Save payee

Step 5. Create the international payment by completing the following:

- in the **To** field, select a payee from the list
- in the **From** field, choose the account you are paying from
- enter the **Amount** you want the payee to receive in your chosen currency or click the toggle icon to switch to NZD and specify the amount you want debited from your account
- the NZD/foreign currency equivalent of this amount will be displayed underneath the amount field, the conversion rate is an indication of the rate that will be used
- in the **Reason for payment field**, enter a reference or any information for your payee a such as an invoice number, you can type up to 140 characters (including spaces)



To
Best Tasting Food [Edit payee](#)

From
Bills & expenses / 02-0573-0111222-000

Amount
100.00 AUD
103.09 Indicative NZD
Indicative rate: 1 NZD = 0.97002 AUD

For your payee

Reason for payment
Invoice for supplied merchandise - BTF 3564

Step 6. In **For your statement**, you can put information to appear in your **Particulars** and **Code** sections of your bank statement.

The **Fees** section displays the amount the BNZ charges for processing your international payment. Normally this will be NZD 5.00.

Some overseas banks involved in processing your international payment deduct fees from the amount you send. You can cover these overseas bank fees by choosing your account in **Pay fee from** and ticking **Add NZD 20.00 to cover correspondent bank fees**. For more information - click

This will ensure your recipient receives the full amount you have sent. Occasionally there'll be additional fees, but this is rare.

Click **Next**.

For your payee

Reason for payment

Invoice for supplied merchandise - BTF 3564

For your statement

Particulars (Optional)	Code (Optional)
Best Tasting	inv BTF 3564

Fees

NZD 5.00
This fee is in addition to the amount you send your payee. You can choose which account you'd like to pay it from.

Pay fee from

Bills & expenses / 02-0573-0111222-000 v

Add NZD 20.00 to cover correspondent bank fees

Next

Step 7. You'll be provided with a live foreign exchange (FX) rate and conversion amount.

Check that the payment details are correct. If they are incorrect, select **Previous** to amend.

Otherwise, select **Pay**.

AUD 100.00
NZD 103.09
1 NZD = 0.957585 AUD

From
Bills & expenses
NZD 105.00 Avl.
02-0573-0111222-000

To
Best Tasting Food
123
National Australia Bank Limited

Date
Today

Fees
NZD 5.00
to be paid from Bills & expenses
NZD 1,299.79 Avl.
02-0573-0111222-000

Previous **Pay**

Step 8. **Payment made** will be displayed.

Payment made

BEST TASTING FOOD (AUD) should receive your payment in the next 1-2 business days. Actual timing will depend on the processing times of the other banks involved.

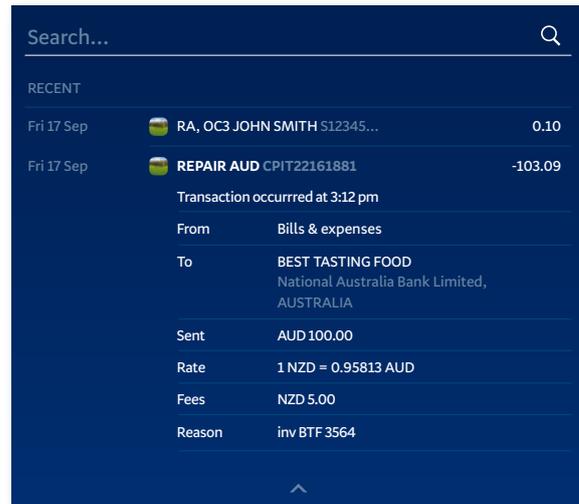
You can view the transaction details of this payment on the main screen.

We'll send an email to accounts@besttastingfoods.com shortly to confirm that you've sent the payment.

Done

Nice work. When the payment has been completed, it will appear on the main Internet Banking page.

Tip: You can view the details of any international payments you've made in the last six months. Just click on the payment in your transaction history list.



*Daily transaction limit of \$100,000 applies to telegraphic transfers initiated via Internet Banking. Internet access required. Sufficient funds & transaction limits apply. Some payments processed next Business Day. [BNZ Internet Banking](#) and [Telegraphic Transfer T&Cs](#) apply.