

# How to change your automatic payments using Internet Banking

This guide will help you to change, pause, or cancel automatic payments using Internet Banking.

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://bnz.co.nz)

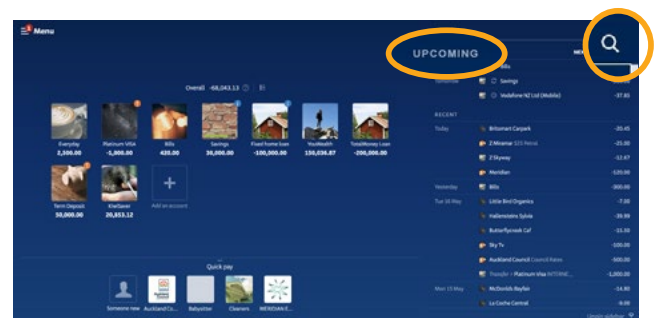


## Step 1.

Look for the list of payments on the right side of your screen. Your **Upcoming** payments will appear at the top.

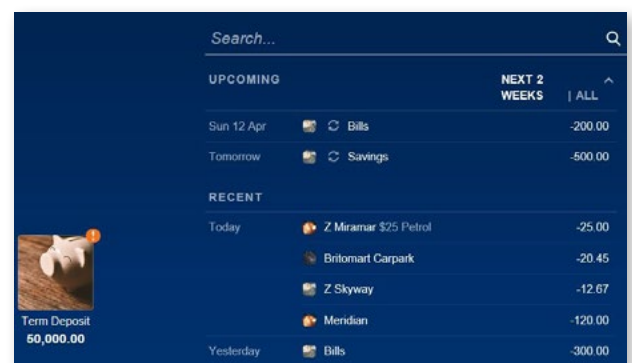
If it's not there, click the **magnifying glass** - and select **Pin sidebar open**.

You'll see the payments you have due within the next two weeks. To see a payment due after that, click on **All**. If you can't see the payment, call us on 0800 275 269.



## Step 2.

Click on the payment you want to make changes to.



### Step 3.

You can edit each section by clicking it and changing the details.

If you want to change the account where your payment comes from, or the account it's going to, you'll need to delete this payment and set up a new one.

FROM	Everyday
TO	BILLS 02-0000-0000000-005
NEXT PAYMENT	Today
REPEAT	Every week
FINAL PAYMENT	Last further notice
	Pay every Thursday
\$	200.00
SUSPEND	Do not suspend
Statement details	
FOR YOU	Particulars Code Reference
FOR PAYER	Particulars Code Reference
	Particulars Code Reference
Delete	Cancel Save

### Step 4.

To change the date your next payment goes out, click **Next payment** and select a new date from the calendar.

NEXT PAYMENT Today

< April 2020 May 2020 >

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4				1	2
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	

### Step 5.

To edit the payment frequency, click **Repeat**, and select from the list.

FROM	Everyday
TO	BILLS 02-0000-0000000-005
NEXT PAYMENT	Today
REPEAT	Every week
FINAL PAYMENT	Last further notice
\$	200.00
SUSPEND	Do not suspend

- Daily
- Every week
- Every 2 weeks
- Every 4 weeks
- Every month (Same Date)
- Every month (Last Business Day)
- Every 2 months
- Every 3 months
- Every 6 months
- Every year

### Step 6.

To change or add an end date to your automatic payment, click **Final payment** and select a date.

FINAL PAYMENT Further notice

2020 May 2020 >

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4				1	2
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	

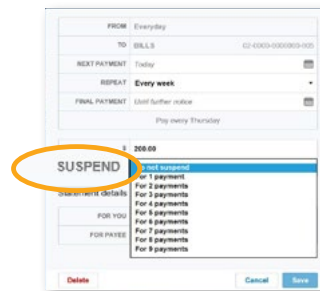
### Step 7.

To change the amount, click in \$ then type in the new amount.

\$ 200.00

## Step 8.

To pause your payment, click **Suspend**, then select how many payments you want to skip (you can skip up to nine payments).



## Step 9.

To change your statement details, type them in the **Statement details** box at the bottom.

Statement details			
FOR YOU	Particulars	Code	Reference
FOR PAYEE	Particulars	Code	Reference
	Particulars	Code	Reference

## Step 10.

Once you've made the changes you want, click **Save**, then **Confirm**.

Payments will only be made if there's enough money in your account on payment date.

## Step 11.

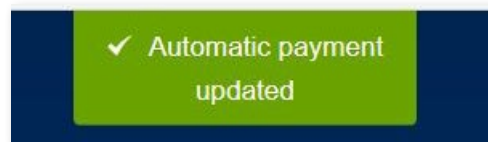
To cancel your payment permanently, click the **Delete** button at the bottom, then **Confirm**.

Delete this automatic payment of \$10.00 to Bills and all future instances of it?

## Nice work.

You've just changed an automatic payment.

Your changes happen straight away, but keep in mind that if you want to change a payment due the same day, you'll need to change it by 5.30am.



Internet Banking terms and conditions apply. Maintenance sometimes required. All payments are subject to sufficient funds on payment date.