

Purpose

Use this procedure to make a payment to OSR by BPAY or EFT using electronic banking.

Trigger

Perform this procedure when you wish to pay a return or transaction to OSR using BPAY or EFT.

Helpful Hints

- Print out a copy of the Lodgement Confirmation page, or save an offline copy using the Adobe print and save menu icons.
- For BPAY payments, ensure that the Biller code and BPAY Ref numbers are entered correctly.
- For EFT payments, ensure that the EFT Reference code is entered in addition to the BSB and Account numbers.

Procedure

1. Start the transaction using the menu path or transaction code.



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2. This tutorial shows the process for **Making a Payment by BPAY or EFT**. We start this process at the **Lodgement Confirmation** screen, which is displayed after you have submitted a return/transaction to OSR.
3. Scroll down the **Lodgement Confirmation** page.



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4. The **Client details** section displays the **Amount due** and the **UTI start date**.
5. The **BPAY** section lists the **Biller Code** and **BPAY Ref** numbers.
6. The **EFT** section displays the **Reference code**. This must be included with the BSB and Account number when making an EFT payment.
7. The **Bank account details** section displays the **Account number** and **BSB code** for OSR.
8. We will now detail the process for paying this return/transaction by **BPAY**, using your internet banking facility.



Internet Banking - New BPay Payments

9. Logon to your internet banking portal, and access the **BPAY** screen.
10. Enter the **Biller Code** for OSR. For **Payroll** tax payments—use **47886**. For **Duties**—Insurance and Transfer—use **333146**.
11. Click **Show biller name** to confirm the payee.

12. Enter the **BPAY Reference Number**. This is noted on the **Lodgement Confirmation** page as the **BPAY Ref**, and is 12 digits for payroll tax returns, 9 digits for duties (insurance and transfer).
13. **Hint:** You can copy the number from the Lodgement Confirmation page [**CTRL + C**] and paste it into this screen [**CTRL + V**] for easier data entry.
14. Select the **from** account for this payment.
15. Enter the payment **Amount \$**.
16. Confirm the payment date, and click **Schedule payment**.



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17. As an alternative to **BPAY**, you can pay your return or transaction using the **Electronic Funds Transfer (EFT)** facility available in internet banking—also called **Pay Anyone**. We will now detail the **EFT** payment process.



Internet Banking - Payment

18. Logon to your internet banking portal, and access the **Pay Anyone** screen.
19. Select the **from** account for this payment.
20. The **Pay from... Description** field will appear on your statement only.
21. Confirm the payment date.
22. Enter the **Pay to... Account name** as **Office of State Revenue**. **Note:** this is **not** used by the receiving bank when processing the payment.
23. Enter the **BSB number** for **OSR**—this is **064013**.
24. Enter the **Account number** for **OSR**—this is **10000935**.
25. In the **Description** field, enter the **EFT Reference code** from the **Lodgement Confirmation** page. **Note:** the Description field is sometimes called Payee Reference field.

- 26. Note:** This field **must** be completed correctly to ensure your payment is allocated to the applicable return/transaction. For easier data entry, copy the number from the Lodgement Confirmation page [CTRL + C] and paste it into this screen [CTRL + V].
- 27.** Enter the payment **Amount \$**.
- 28.** Click **Schedule Payment** to complete the EFT payment.



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- 29.** Instructions for checking your payment records with OSR are detailed in the tutorial **Viewing Payment History**.