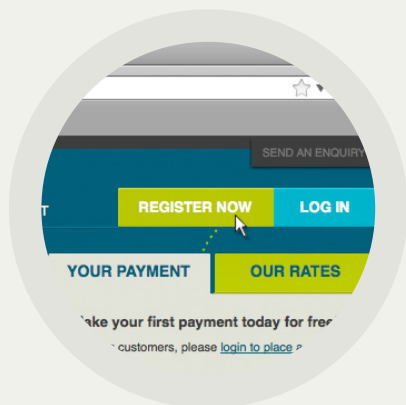


# Getting Started with OrbitRemit

Quick, easy, cost-effective international online money transfer.



## 01.

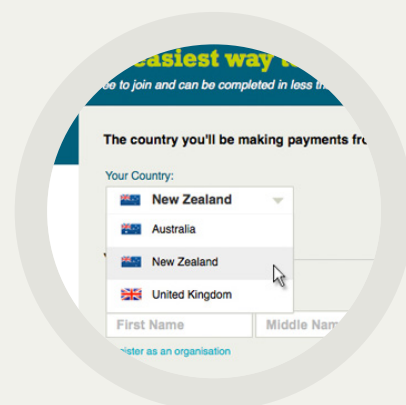
### Visit [www.orbitremit.com](http://www.orbitremit.com) to register

The service is available from anywhere, at anytime.  
Registration is a quick and easy process.

## 02.

### Select your country of residence and create your account

Create your account with the country you will be primarily sending from. Please note that you can request access to make payments from other locations once your account is created.



## 03.

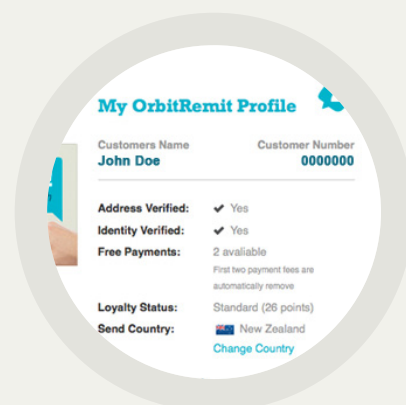
### Proceed to your OrbitRemit Dashboard

Your dashboard will allow you to track your payments and store account information. You will be required at some stage to upload proof of your address and identity - however this can be done later if you don't have the relevant documents handy.

## 04.

### Take note of your key account information

We will email you with all the relevant information you'll need in the future. Please take special note of your OrbitRemit customer number, which must be used as your payment reference for all Internet Banking Payments to OrbitRemit.



## 05.

### You're ready to go!

Select your payment type and save the relevant account details, along with the amount you'd like to pay and follow the intuitive online process!

# Free International Online Payments to Inland Revenue in New Zealand

*How to make a payment to the IRD*



- 01.** Once you have created an account with OrbitRemit you can start making payments free of charge to IRD! Login and click on “Save a new Account” on the left of your dashboard.
- 02.** This will then take you to a screen where you can select New Zealand as the country you would like to pay. This will then give you the option to choose different payment options. You can now choose “Pay an IRD account” and click “Next”. You will then be asked to put in your IRD Number.
- 03.** OrbitRemit will inform you that “You have successfully saved an IRD account”.
- 04.** You can now select “Make a payment to this IRD account now!”.
- 05.** Choose the amount you would like to pay and click “Go”.
- 06.** This will take you to a screen where you can put in the Tax type you would like to pay.
- 07.** Check your details and click on “Confirm Instruction”. A new screen becomes visible providing instructions on how to fund your transaction.
- 08.** Payment must be made to OrbitRemit using internet banking. Please ensure your OrbitRemit customer number is included with any payments made to our bank account.
- 09.** You will also be sent an email instructing you to make the payment from your internet banking.

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## Set it and forget it!

*Flexible Recurring Payment Options to IRD*

- 01.** From your Dashboard you can also create a recurring payment to IRD! All you have to do is select “Create or Edit a recurring IRD payment”.
- 02.** Choose either Direct Debit or Automatic payment.

### Direct debit

- If you select Direct Debit you will need to complete the Direct Debit Authority Form to continue.
- Once you have completed and uploaded our Direct Debit authority and set up your instructions for your payments from your OrbitRemit account, payments will be paid to the IRD automatically on the due date.
- Our Direct Debit form is editable and should be completed using your computer, once you have entered your details please print, sign, date, scan and upload directly to your OrbitRemit account using the button below.
- Please allow 24 hours from the time you return your completed form before your first payment will be debited from your account.

### Automatic payment

- If you choose Automatic Payment please follow the prompts.
- Choose what Tax Type, Amount, Frequency and start date you require and select “Submit”.
- Next Steps: Once this is complete you will be asked to set up an automatic payment with your bank. Please ensure you set up your automatic payment the day before your recurring payment is generated by OrbitRemit. You must enter your unique eight-digit OrbitRemit Customer Number as the payment reference for your payment to OrbitRemit.

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