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 **www.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**.

You'll see the payments 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.
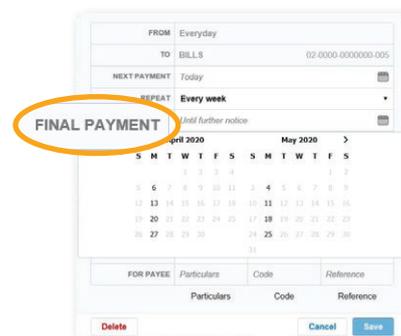
Step 4. To change the date your next payment goes out, click **Next payment** and select a new date from the calendar.
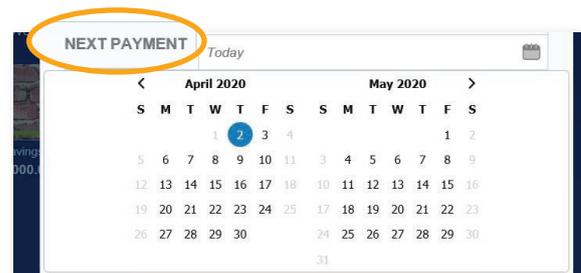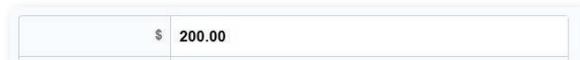

Step 5. To edit the payment frequency, click **Repeat**, and select from the list.
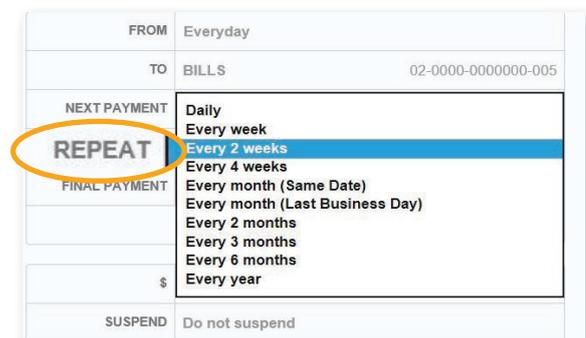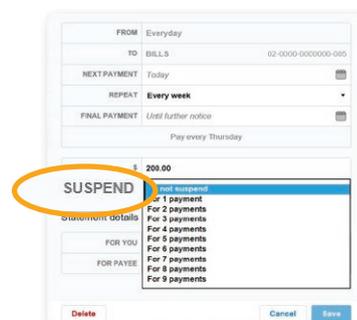

Step 6. To change or add an end date to your automatic payment, click **Final payment** and select a date.

Step 7. To change the amount, click in **$** then type in the new amount.

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.

Step 10. Once you've made the changes you want, click **Save,** then **Confirm**.

Step 11. To cancel your payment permanently, click the **Delete** button at the bottom, then **Confirm**.

Nice work. You've just changed an automatic payment.

Your changes will take effect 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 5.30 that morning.

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