

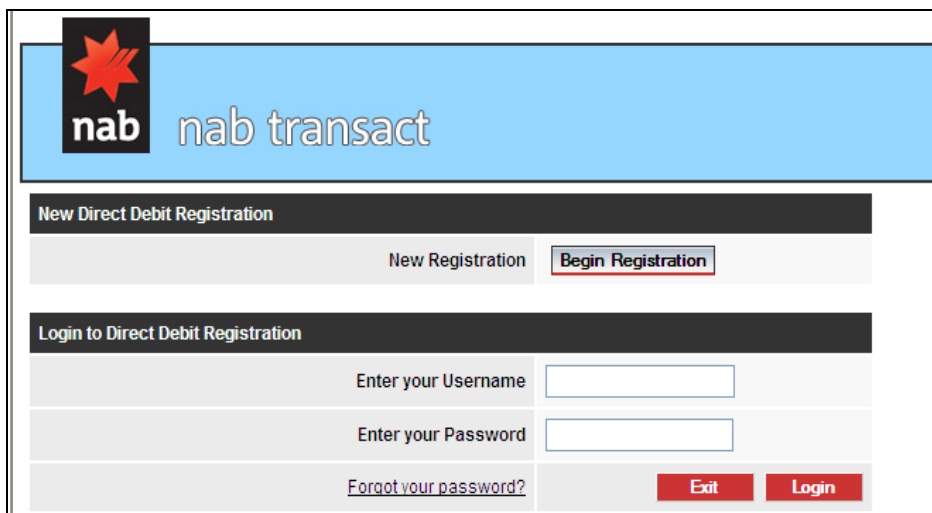
Instruction Sheet – Registration for Direct Debit

In order to continue using direct debit as your preferred payment method after 1 February 2012, you are required to re-register in the new direct debit facility, NAB Transact, by following the simple instructions below.

Please note: If you pay returns for more than one entity, and wish to have separate accounts recorded for each, you will need to register each bank account individually.

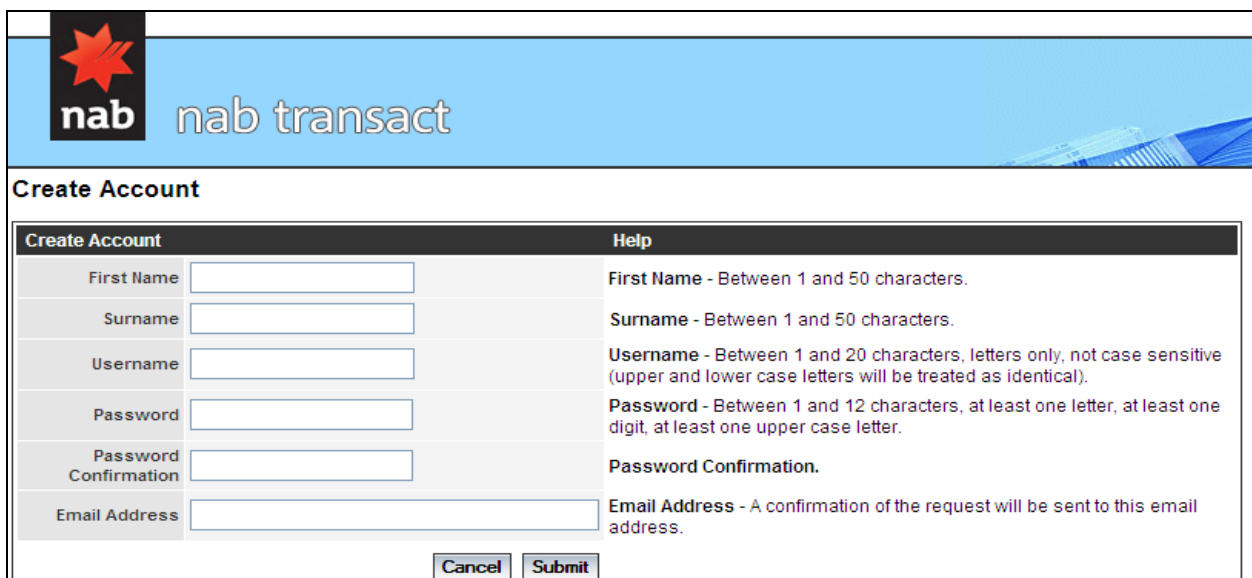
Step 1 Go to www.revenue.nt.gov.au and click on the 'Register now' link under 'What's New'. This will take you to the registration page for NAB Transact (see below).

Step 2 Click on 'Begin Registration'.



The screenshot shows the NAB Transact website interface. At the top left is the NAB logo. Below it, the text 'nab transact' is displayed. The main content area has a dark header with the text 'New Direct Debit Registration'. Below this header, there are two buttons: 'New Registration' and 'Begin Registration'. The 'Begin Registration' button is highlighted with a red border. Below the registration buttons is a section for login, with the header 'Login to Direct Debit Registration'. This section contains two input fields: 'Enter your Username' and 'Enter your Password'. Below these fields is a link for 'Forgot your password?'. At the bottom right of the login section are two buttons: 'Exit' and 'Login'.

Step 3 Enter details and click 'Submit'.



The screenshot shows the NAB Transact website interface for creating an account. At the top left is the NAB logo. Below it, the text 'nab transact' is displayed. The main content area has a dark header with the text 'Create Account'. Below this header is a table with two columns: 'Create Account' and 'Help'. The table contains the following rows:

Create Account	Help
First Name <input type="text"/>	First Name - Between 1 and 50 characters.
Surname <input type="text"/>	Surname - Between 1 and 50 characters.
Username <input type="text"/>	Username - Between 1 and 20 characters, letters only, not case sensitive (upper and lower case letters will be treated as identical).
Password <input type="text"/>	Password - Between 1 and 12 characters, at least one letter, at least one digit, at least one upper case letter.
Password Confirmation <input type="text"/>	Password Confirmation.
Email Address <input type="text"/>	Email Address - A confirmation of the request will be sent to this email address.

At the bottom of the table are two buttons: 'Cancel' and 'Submit'.

Step 4 Add details about your bank account and accept the Direct Debit Customer Service Agreement then click 'Submit Request'.

nab nab transact

Add Bank Account Details

Add Bank Account Details Help

Direct Debit Request

Under this Direct Debit Payment Request, I/We request and authorise the TERRITORY REVENUE (APCA User ID 419299) to arrange for any amounts payable by Me/Us to the TERRITORY REVENUE to be debited from My/Our account at the financial institution identified below through the Bulk Electronic Clearing System (BECS) in accordance with the terms described in the Direct Debit Customer Service Agreement

Financial Institution Name

Financial Institution Branch Name

BSB Number -

Account Number

Full Account Name Account Name - Given Name & Surname/Company or Business Name ACN/ABN.

Declaration

Please read the [Direct Debit Customer Service Agreement](#) before continuing
 I/We confirm that I/We have read, understood and agreed to the terms and conditions set out in the Direct Debit Customer Service Agreement
 By clicking on the "Submit Request" below, I/We request and authorise the TERRITORY REVENUE to debit all amounts payable by Me/Us to the TERRITORY REVENUE from the above mentioned bank account in accordance with the Direct Debit Customer Service Agreement. I/We authorise My/Our financial institution to release information to the TERRITORY REVENUE allowing the TERRITORY REVENUE to verify the above mentioned details
 If this is a joint bank account all account holders agree to the declaration.
 Your account will not be registered unless you accept the terms and conditions of the Direct Debit Customer Service agreement.
 The registration process will not proceed if the "Decline" button is selected.

Accept/Decline Accept Decline

Step 5 Once the screen below appears, you will be sent an email confirming your registration is complete! You are now able to access the direct debit facility through TRMeR for payment of your next payroll tax return.

nab nab transact

Direct Debit Request Registration Successful

Mon Jan 16 13:37:50 EST 2012

Thank you. Your direct debit request has been registered.

Your reference number is **819**.

An email has also been sent to darren.witham@nt.gov.au as a confirmation of your registration.

You may return to this system at any time to view or edit your direct debit details.

You must now log out and close this window, then log in to the TERRITORY REVENUE service in order to process a payment.