

Ways to pay ACC

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Our recommendation is a 6-month interest free direct debit payment plan. This covers you so that your payment is not made late or missed. This will avoid any penalties being applied or your policy being cancelled.

If you have any questions or need any assistance, please call our office on 07 889 7153 and ask for one of our ACC team.

Internet Banking

The details you need to complete your internet banking transaction are on the bottom of your invoice.

1. Log into your internet banking.
2. Use to one-off bill payment option
3. Search for ACC as a payee, or make a transfer to our Westpac bank account:
 - a. Name of account – Accident Compensation Corporation
 - b. Account number – 03 0502 0287400 009
4. Add these details to make sure ACC can track the payment back to you:
 - a. Particulars – Levy account name
 - b. Code – ACC policy number e.g. YN123456E or 1234567890
 - c. Reference – Invoice number e.g. A123456789
5. If you're paying from an overseas bank account:

SWIFT code – WPACNZ2W

You may also have to pay an international banking fee.

Setting up Direct Debit Payment (1768 form)

Click [here](#) to find an ACC Direct Debit form

1. You can pay your levy as a direct debit on your due date, or more you can pay in direct debit instalments of three, six or 10 months (10 month plan has 5.4% admin fee)
2. You will need to complete and ACC1768 – Direct Debit form for each ACC account.
3. Once a payment plan has been set up, this will automatically be applied to future invoices.

Please complete the follow on the ACC1768 and return to CooperAitken who can complete the rest.

1. Section 1a – ACC account name
2. Section 1b – Your name and position (only applies for partnerships, companies and trusts).
3. Section 2 – Choose if you want an annual payment or instalments. (we recommend a six month interest fee plan)
4. Specify the date you want your payment direct debited to start.
5. Sections 3 – The account holder needs to sign and date this section.

Bank details section –Please fill in the following sections:

1. Bank Account Name
2. Name of Bank (eg ANZ, BNZ, Westpac)
3. Bank account number
4. Sign (most important part)

Please return to CooperAitken once completed.

Setting up direct debit online

You are able to log onto your personal ACC account through the ACC website to set up a direct debit payment plan. You will need either a Realme, Google or Microsoft account.

Please click [here](#) to log onto MyACC.

- 1) Sign into MyACC with either Realme, Google or Microsoft.
- 2) Once logged on, you will see an overview of your ACC account.
- 3) Click the "Profile" tab.
- 4) This will show your personal details.
- 5) Press, "Add bank account". (If there is already a bank account here skip to step 7).
- 6) Enter your bank account name, number and bank account type as "Direct Debit/refunds".
- 7) Tick all three boxes
 - a) I have sole Signing authority on this account
 - b) I authorise my bank to allow ACC to direct debit this account with amounts in accordance with this direct debit authority
 - c) I have read an accepted the direct debit terms & conditions.
- 8) Select "Add bank account"
- 9) Click on "Payments" tab.
- 10) Click on "Set up payment plan"
- 11) Tick the box to confirm, "I have not cancelled a direct debit with ACC in the last nine months"
- 12) Choose the payment option you want (three, six or 10 month plan (10 month incurs an additional admin fee of 5.4%)) then select "next".
- 13) Check your details are correct and tick all three boxes
 - a) I have sole Signing authority on this account
 - b) I authorise my bank to allow ACC to direct debit this account with amounts in accordance with this direct debit authority
 - c) I have read an accepted the direct debit terms & conditions.
- 14) Recheck your details and select "confirm".
- 15) Your payment plan will now be set up
- 16) ACC will email/post you a payment schedule confirming the payment date/s and amounts.

Credit Card Payment online

Please click [here](#) if you are want to make a credit card payment online. (Select "Pay online by credit card")

- 1) Enter your ACC number
- 2) Enter ACC invoice number (these are found on your ACC invoice).
- 3) Select "next"
- 4) Choose the amount you want to pay
- 5) Enter this into "Amount you wish to pay NZ \$" box.
- 6) If you want to know how much the Convenience Fee will be click "Calculate Convenience Fee". Please read the terms and conditions and press "Accept".
- 7) Complete the following sections
 - a) Cardholder Name
 - b) Credit Card Number
 - c) Expiry Date (mm/yy)
 - d) Card Verification Number (CVN)
- 8) Select "next"
- 9) Check your payment details.
- 10) Enter the verification Code
- 11) Select "Confirm".

Paying in person

You are able to go into any Westpac Branch and make a payment to ACC.

You will need to take the follow:

- 1) ACC invoice
- 2) Debit/Credit Card or Cash

Over the phone

You can call ACC's collections and recovery's team on 0800 729 538 to pay your ACC invoice.

You will need to advise them of the following information:

- 1) Name
- 2) ACC number (on invoice e.g. A1234567)
- 3) Reference number (on invoice e.g. A123456789)
- 4) Debit or Credit card details
- 5) Address (On the Invoice)
- 6) Phone number

If you have any questions, or need any assistance, please contact our office on 07 889 7153 and ask for one of our ACC team.