

If you would like to set up an automatic payment for your credit card account, please follow the steps below:

**Step 1 -** To set up payments to Warehouse Money, go to 'Add New payee'.

**Search**  
To save time you may use the list of businesses and organisations that have pre-registered their preferred incoming payment details with us. Enter a keyword in the search function below and click **Search**

Warehouse Money

Type Warehouse Money in the search box and then click on search.

**Step 2 -** You should see our name displayed as shown below.

**Search Results**  
To select a payee click on the list below.

WAREHOUSE MONEY

Click on Warehouse Money and this will take you to the next step.

**Step 3 -** Fill in the details as shown below.

### New Payee

Payee Name

WAREHOUSE MONEY

Detail

Account Number/  
Particulars:

Customer Name/  
Code:

Customer Number/  
Reference:

Type in your last name and your initials here e.g. - Smith JS

\*Indicates a required field

**Step 4 -** Then set up your Automatic Payment.

Payment Amount\*

\$ 0.00

Commence Date\*

02/08/20XX

Frequency\*

Weekly

Fill in the fields above to what you want to pay and the date you want to pay it each week or month.

Be mindful that it covers your Minimum Amount Due to avoid any additional charges.

If you're still having problems setting up your automatic payment, call us on 0800 801 808.

Refer to [www.warehousemoney.co.nz/](http://www.warehousemoney.co.nz/) contact-us for business hours.

We'll be happy to help.

Ensure to fill in the information as it appears on your statement.

Once you've filled in all the information, click submit.

\*Indicates a required field

Warehouse Money

Your statement

Warehouse Money  
114 Dominion Road  
Mount Eden  
Auckland 1234

Statement Date 04 November 20XX  
Credit Limit \$10,000.00  
Available Balance \$8,977.29  
Amount Due \$30.68  
Due Date 29 November 20XX

Account Number CV2XXXXXXX  
Customer Number XXXXXXXXXX

### Summary Information

This statement covers your activity from 05 October 20XX to 04 November 20XX

Opening Balance	\$0.00	Minimum Amount Due By 29/11/20XX	\$30.68
Your Transactions	+\$1,021.50		
Interest	+\$0.13		
Fees & Other Charges	+\$1.00		
Payments & Other Credits	-\$0.00		
Closing Balance	\$1,022.63	Amount Due This Statement	\$30.68