

Clean Car Standard (CCS) system

Settling pending charges guide

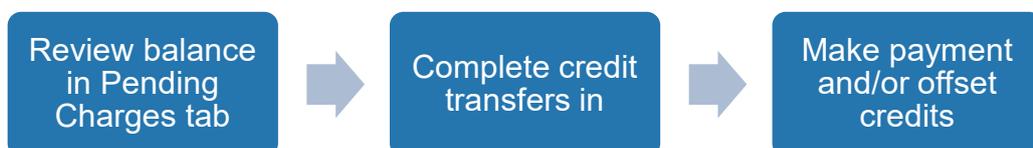


This guide explains how to settle your Pay As You Go charges incurred up to 1 June 2023, in the Clean Car Standard (CCS) system

Video: Settling Payments <https://www.youtube.com/watch?v=tJ3wSACjYzw>

Why you need to settle pending charges in your CO₂ account

As payments for Pay As You Go CO₂ accounts were deferred for vehicle charges incurred between 1 January – 31 May, a one-off settlement payment is due from 1 June 2023.



You can check your settlement balance by reviewing the Pending Charges tab in your CO₂ account. No GST is applicable to CCS charges.

- If you are intending to transfer credits between other CO₂ accounts (your own or as arranged with other CO₂ account owners), do this before you make payment.
- Available credits can be used to offset the charges, (if you haven't completed your payment before the 21 June and you have a CO₂ credit balance then we will do a one-off credit offset against your pending charges).
- You'll need the *Transfer credits* permission and have been AML approved, if you want to transfer credits in or out from other CO₂ accounts. Please use the 'Contact Us' button in your CCS Account to apply for AML approval.
- You'll need the *Accept/Dispute vehicles* permission to make the payment.

Video: Transferring Credits in the CCS System <https://www.youtube.com/watch?v=F3FeHalJXio>

Note: From 1 June 2023, on PAYG, you pay any charges at the time vehicle/s are accepted into your CO₂ account.

Make one-off payment to settle CO₂ account

Payment can be made by:

- Debit or credit card – make sure your card limit is sufficient to cover your payments
- POLi – online debit payment. Please be aware that POLi does not have the ability to process dual signatory transactions.

If you are unable to use a card or POLi payment method, or if your charges exceed the \$100,000 limit please go to **Contact us in the system menu and complete your request, email CCSImporter@nzta.govt.nz or call 0800 141 801.**

Settle pending charges

1. Select your CO₂ account on the *Dashboard*, under *Account summary*. The CO₂ account information displays.
2. Select the **Pending charges** tab. The *Pending charges* screen describes how to pay for charges, plus it shows total vehicle emissions, total target emissions, total chargeable emissions, any credit offsets that may have already occurred and total (\$) charges. The rate CO₂ emissions (g/km) are charged at is also shown.

This calculation doesn't take credits into account, and if you have available credits, you can offset these against charges when you come to make payment.

The vehicles that made up the total charges can be seen further down the screen.

3. Select **Pay pending charges**. The screen shows a Summary of charges and your credit balance.
4. Select **Continue**. There are three payment options but only those relevant can be selected, the others are greyed out:
 - **Full credit offset** – available if you have enough credits to cover your charges
 - **Choose the amount of credits to be used** – available if you have credits, but less than your total charges
 - **No credit offset** – available for all accounts.
5. Select the button beside the payment option you wish to use.

6. Full credit offset

The screen will display the amount of credits to be used and the remaining credit balance and a Total payment value of \$0.00

Select **Continue**. A Charges settled notification displays and you can view how many credits were used and any existing credit balance along with a Reference number for the transaction and date.

7. Choose amount of Credits

Enter the amount of credits (CO₂ g/km) you want to use and click anywhere outside the box to see the updated credit total, the total CO₂ charges and total payment now due. Select **Continue**. Go to Step 9

8. No credit offset

Select **Continue**.

9. The Clean Car Standard Emissions Charge screen displays with payment types. Select the payment type, either:

- Credit or debit card

- Internet banking (POLi)

The payment gateway screen for the relevant payment type displays.

10. For credit or debit card enter your Card Number, Expiry Date, CVV Code, Name on Card and Select Make Payment.

For internet banking (POLi), select your bank from the dropdown list Select Continue and enter your iBank Username and Password and follow instructions on the screen.

Note: This is a secure payment site, your username and password are not stored by Waka Kotahi or any of our systems.

11. The Confirmation summary screen displays. This shows a notification that you have settled your charges for vehicles accepted prior to 1 June 2023. It details amount paid and credit balance. A paid invoice is also available with a payment number which is a unique identifier for the payment. A full list of vehicles paid for is also shown.
12. Select Close. The account overview information and Payment history tab are updated. The Pending charges tab is no longer displayed.

Need help?

If you need help please go to **Contact us** in the system menu and complete your request, email CCSImporter@nzta.govt.nz or call 0800 141 801.