

Payment Options Guide Only

Ensure you update your payment options on your Terms & Conditions in relation to processing credit/debit payments via TravelPay

Payment Options:

- a. All prices are based on payment by cash, cheque, EFTPOS or direct deposit.
- b. **Cheques** will not be accepted for travel within 7 working days of travel. Please note that cheque payments (including bank cheques) require 5 business days to process.
- c. **Credit card** surcharges will apply when paying by credit card. **We accept all credit cards and relevant credit card fee is applied when processing.**
 - Mastercard – **xx%**
 - Visa – **xx%**
 - American Express – **xx%**
 - Diners Card – **xx%**
 - International Credit Cards – **xx%**

Credit card payments will not be accepted for travel within **xxx** days of travel.

You can also pay using our **Customer Payment Link**, simply enter this link into your browser: pay.travelpay.com.au/MERCHANTCODE

If paying via the Customer Payment Link, please ensure you complete all fields and ensure you enter the correct Reference, so we can identify your payment.

Merchant name appears on credit card statement. Eg. ZEN*TA ABCTravel Sydney

The Payment Processing Fee (credit card fee) charged directly by TravelPay is not refundable under any circumstances, including on refunds.

- d. **Direct Deposit:** Payments made via direct deposit take up to **xx** business days to process. Please notify your consultant of your payment once it has been processed. Payment can be made by direct deposit as follows:

BANK: **XXXXX**

ACCOUNT NAME: **XXXXXXXXXXXXXXXXXX**

BSB: **XXX XXX**

ACCOUNT NUMBER: **XXXXXX**

REFERENCE: Your surname