

Payment Options – Guide Only

Please ensure that you update any documentation where you provide customer with your Payment Options

Update where highlighted in 'yellow' with your TravelPay details!

- 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%

Apple Pay – xx%

American Express – xx%

International Credit Cards – xx%

You can also pay using our **Customer Payment Link**, simply enter this link into your browser:

pay.travelpay.com.au/MERCHANTCODE

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

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

Merchant name appears on credit card statement: ZEN*TA StoreName/Suburb

- d. **TravelPay PayID:**
 - i. Log into your internet banking, either APP, phone or desktop.
 - ii. Go to 'Pay someone', and choose PayID via email address
 - iii. Enter MERCHANTCODE@travelpay.com.au
 - iv. PayID business name will be displayed to them alongside TravelPay
 - v. Enter the amount and a description (eg. Payment Reference, name etc) and process payment).
 - vi. Process payment

WE STRONGLY SUGGEST THAT YOU DON'T DISPLAY YOUR BANK ACCOUNT DETAILS. USE PAYID RATHER THAN DIRECT DEPOSIT.

PAYID is the faster and more secure way to receive bank payments from customers, without providing them with your direct bank account details.