***Please ensure you update any customer documentation***

***where you advise your ‘Payment Options’***

***Update where highlighted in ‘yellow’ with your TravelPay details***

1. All prices are based on payment by cash, EFTPOS or direct deposit.
2. **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/Google 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**

***WE STRONGLY SUGGEST THAT YOU DON’T DISPLAY YOUR BANK ACCOUNT DETAILS ON ANY DOCUMENT. We suggest that you offer PAYID OR PAYTO to customers who want to process a bank account payment. This is more secure than displaying your BSB and Bank Account Number on your documents.***

1. **TravelPay PayID: PAYID is the faster and more secure way to receive bank payments from customers, without providing them with your direct bank account details.**
   * 1. Log into your internet banking, either APP, phone or desktop.
     2. Go to ‘Pay someone’, and choose PayID via email address
     3. Enter [**MERCHANTCODE@travelpay.com.au**](mailto:MERCHANTCODE@travelpay.com.au)
     4. PayID business name will be displayed to them alongside TravelPay
     5. Enter the amount and a description (eg. Payment Reference, name etc) and process payment).
     6. Process payment
2. **PayTo (Pay with Bank)**PayTo **PayTo** is a new and faster way to pay directly from your bank account. Use the Customer Payment link to process a card payment from your bank. Using the customer payment link, choose payment form of PayTo.
   * 1. Fill out Bank Account Name, BSB & Account Number
     2. Process payment
     3. Customer approves payment within their banking app.
     4. Payment is sent to merchant.