



## Payment options

Many of our online services are free but if you want to use a service that requires payment of a fee, you have two payment options.

- Any service that requires payment of a fee are identified on screen - you will know what the cost will be so you can decide whether or not to proceed.
- The payment options available to you will depend on whether you are using your logon for your own personal business or as part of your job. For example -
  - You may use the Companies Office website to maintain one of your own companies. When you registered to use the website you decided not to set up a direct debit, preferring instead to pay by credit card.
  - Your employer also needs you to use the Companies Office website and linked your logon to their organisation account. Now you can use the same logon to use the website on your employer's behalf. Your employer has established a direct debit.
  - When using an online service you will be prompted to confirm which role you are acting in. If you confirm you are using this online service on behalf of your employer, they will be invoiced for any fees you might incur. If you confirm you are using this online service in your personal capacity, you will need to pay by credit card.
- You are not able to pay your Companies Office fees by internet banking.

### 1. Pay by credit card or debit card

If you only use our services occasionally, credit or debit card payment is a practical payment option. We offer secure credit and debit card transactions using 128-bit encryption technology. Your transaction is validated in real time and confirmed immediately to you by email. A tax invoice will appear on screen that you are able to print for your own records if you wish.

The Companies Office accepts the following credit and debit cards:

- Visa (including the Prezzy Card)
- Mastercard
- American Express
- Diners

### 2. Establish a direct debit

When you first register to use the website, you can choose to set up a direct debit as a payment option. If you initially decide not to establish a direct debit, you can set one up as a payment option at any stage.

**Note** | If you do choose to set up a direct debit you will need to provide bank account details. If you choose not to set up a direct debit you will need to pay as you go using a credit or debit card.

- If you do choose to set up a direct debit, you must complete and sign the direct debit form that we will email to you. The banks require original signatures. Please return the completed direct debit form to us by post to the address on the form.
- It takes up to five working days from the day we receive your signed form to activate your direct debit with the bank. You can still use your Companies Office logon immediately - any fees incurred can be paid by credit card (or debit card) until your direct debit facility has been activated.
- With direct debit we debit your chosen bank account once a month for fee-based transactions. You will receive an invoice by email for your accounting records.

**Note** | The invoice amount will be direct debited from your bank account approximately 20 days after you have been invoiced.