



Make a Single Payment

Quick Reference Guide

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Customer Reference Number

Important:

A separate **Customer Reference Number (CRN)** is generated for each new invoice transaction.

Please use the **CRN** quoted for the particular **transaction** for which you are paying.

The CRN can be found in the **Payment Options** section on the **Notice of Assessment** (see the **Notice of Assessment** image on the right).

Do not reuse previous **CRNs** as this will delay the processing of your payment.



Notice of Assessment

Duty and Indirect Tax



600051230

ENQUIRIES
 9:00am - 5:00pm Monday to Friday AEST*
 *Excluding public holidays
www.abf.gov.au
 131881 (General Enquiries)

YOUR ACCOUNT DETAILS
 Invoice Number: 600051230
 Australia Post reference: [blank]
 Invoice Date: 22/01/18 (yyyy-mm-dd)
 Due Date: 02/02/18 (yyyy-mm-dd)

YOUR ACCOUNT SUMMARY
 Your imported goods have been assessed by the Australian Border Force for customs duty and other charges under the Customs Act 1901 and the Biosecurity Act 2015. The Australian Border Force has also made an assessment under delegation from the Commissioner of Taxation for an amount of indirect tax payable (GST or wine tax) under Schedule 1 to the Taxation Administration Act 1953 in relation to your imported goods. Your assessment is final and requires payment. Please see over-leaf for a detailed explanation of these calculations.
 When your correct payment is received prior to 11:45pm AEST, your article will be released to Australia Post the next business day. If not where you have been notified by the Australian Border Force that additional documentation is required.

Description	\$
CUSTOMS DUTY	\$119.76
ASSESSED GOODS AND SERVICES TAX	\$16.24
Total Payment Due	\$136.00

*FORG: [blank] BREW: [blank] Officer of Customs and Delegate of the Commissioner of Taxation

DELIVERY OF YOUR POSTAL ARTICLE
 When your correct payment is received prior to 11:45pm AEST, your article will be released to Australia Post the next business day for delivery. * Except where you have been notified by the Australian Border Force that additional documentation is required.

TODAY
 (09:00 - 23:00 AEST)
 Pay your payment.

TOMORROW
 The Australian Border Force receives your payment.

NEXT BUSINESS DAY
 Your article will be released from the Australian Border Force control.



Your postal article is delivered to you by Australia Post. Please allow approximately 7 working days for delivery of your article.
 Australia Post Enquiries: 13 13 13.

PAYMENT OPTIONS

Internet*
 Go to www.abf.gov.au/importing-exporting-and-manufacturing/importing-paying-an-invoice to make a payment using the online payment facility.

Customer Reference Number 600051230
Invoice Number 600051230

BPay**
 Contact your Australian financial institution to make this payment from your bank account.

Billor Code 885393
Customer Reference Number 600051230

PAYMENT TERMS

* A surcharge applies to payments made by credit/debit card. The Australian Border Force accepts VISA and MasterCard. Confirmed payments will be processed within 15-30 minutes.

** Payments made via BPay may incur additional time delays depending on your financial institution and their processing inefficiencies. Payments made on business days prior to the cut-off time will be processed overnight. Contact your financial institution for information on their cut-off time.

The Australian Border Force does not accept personal cheques.

Full payment is required before your article can be released from customs control. Your article may be returned to sender, if full payment is not received within 30 days of the invoice date.

Total Payment Due \$136.00

Page: 1 of 3 (600051230)

Access the single payment facility

To access the Department of Home Affairs' single payment facility:

1. From the [PAYING AN INVOICE](#) page on the Department of Home Affairs website, select the [Make a single payment](#) link.

The Department of Home Affairs **Make a Payment** screen displays.

2. In the **Customer Reference Number** field, enter the customer reference for assessment you wish to pay.
3. Select the **I'm not a robot** checkbox.

Australian Government
Department of Home Affairs

Make a Payment

Customer Reference Number:
50004201781
Customer reference Number (CRN) as shown on your invoice.

I'm not a robot 

[Next](#) [Reset](#)

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A **reCaptcha** dialog box displays.

4. Select the appropriate images in the dialog box.
5. Select the **Verify** button.

Australian Government
Department of Home Affairs

Make a Payment

Customer Reference Number:
50004201781
Customer reference Number (CRN) as shown on your invoice.

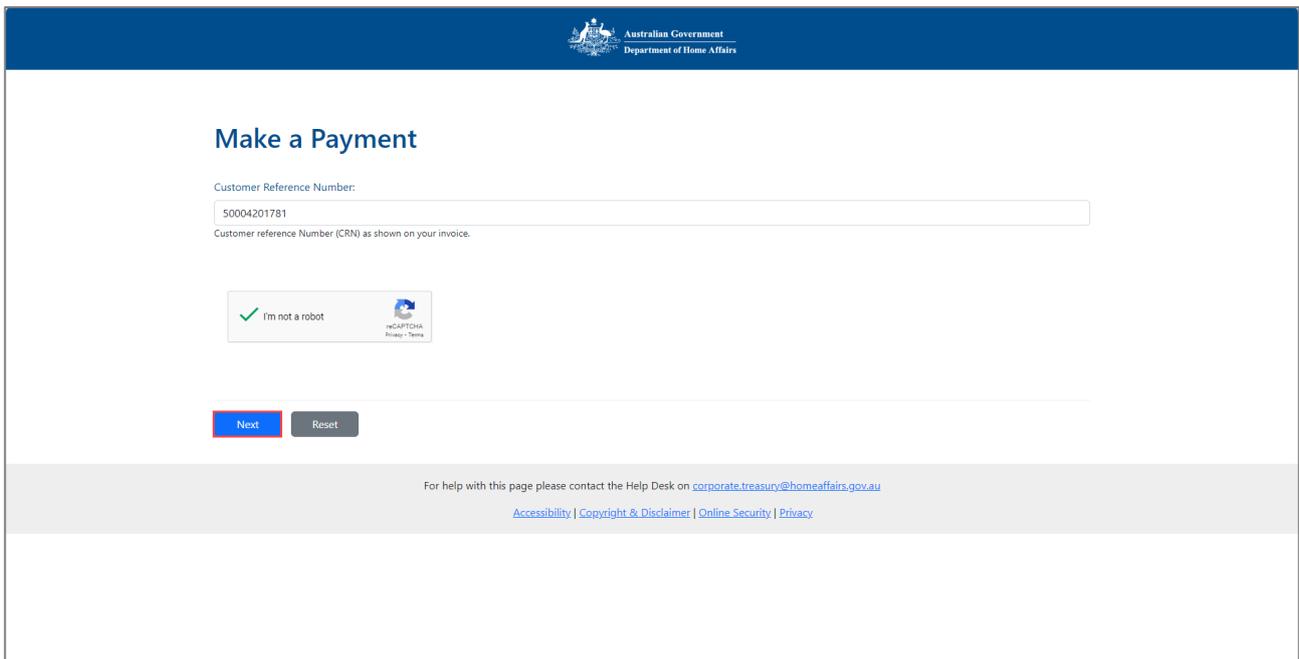
I'm not a robot 

[Next](#) [Reset](#)

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The **Make a Payment** screen updates to advise the **reCaptcha** was successful.

6. Select the **Next** button.



The screenshot shows the 'Make a Payment' page from the Australian Government Department of Home Affairs. At the top, there is a blue header with the Australian Government logo and the text 'Australian Government Department of Home Affairs'. Below the header, the page title 'Make a Payment' is displayed. A form field for 'Customer Reference Number' contains the value '50004201781'. Below this field, a note states 'Customer reference Number (CRN) as shown on your invoice.' A reCAPTCHA verification box is shown with a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA box, there are two buttons: 'Next' (highlighted with a red border) and 'Reset'. At the bottom of the page, there is a footer with the text 'For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au' and links for 'Accessibility | Copyright & Disclaimer | Online Security | Privacy'.

The **Make a Payment** screen updates to display the available payment methods.

You can pay using the following methods. Select the hyperlink to jump to the instructions for a particular method.

- [Paying by debit/credit card](#)
- [Paying by PayPal](#)
- [Paying by UnionPay](#)

Note: Each payment method attracts a surcharge. The surcharge varies for each method

Paying by debit/credit card

To pay by debit/credit card:

1. If you do not want to pay the full amount, in the **Amount Owing** field, enter the amount you wish to pay.
2. Select the **Debit/credit card** radio button.

The screen updates to display additional fields.

3. Complete the address fields with the address related to the card.
4. Complete the card details.
5. If you wish to receive a copy of the payment receipt via email, in the **Recipient Email Address** field, enter the appropriate email address.
6. Select the **Submit** button.

The screenshot shows the 'Make a Payment' interface for the Australian Government Department of Home Affairs. The form is titled 'Make a Payment' and includes the following fields and options:

- Customer Reference Number:** 50004201781
- Amount Owing (AUD):** \$ 300.00
- Payment options:** Debit/credit card, PayPal, UnionPay
- Payment by debit/credit card:** Includes logos for VISA, Mastercard, American Express, Discover, and JCB.
- Address 1:** 94 Alison Rd
- Address 2:** (Empty field)
- City:** HILLSDALE
- Country:** Australia (dropdown)
- State/Province/Region:** New South Wales (dropdown)
- Postcode/Zip code:** 2036
- Name on card:** Jansen Imports Pty Ltd
- Debit/credit card number:** 4434260000000008
- Expiry month:** 01 (dropdown)
- Expiry year:** 2039 (dropdown)
- CSC:** 123
- Recipient Email Address:** accounts@jansenimports.com.au
- Total payment amount (AUD):** \$ 305.00
- Credit card surcharge (AUD):** \$ 5.00

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. A footer note states: 'For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au Accessibility | Copyright & Disclaimer | Online Security | Privacy'

The **Confirm payment by debit/credit card** dialog box displays asking you to confirm the payment.

7. Select the **Submit** button.

The screenshot shows a payment confirmation page with a modal dialog box titled "Confirm payment by debit/credit card". The dialog box contains the following text:

By providing your credit card details, you consent to the Department's provision of your personal information to its financial and fraud prevention service providers, which may use the information for the following purposes: providing services to the Department; complying with legal requirements; developing and improving financial and fraud prevention products; and managing risk exposures and protecting the Department and others from, or preventing actual or potential fraud, unauthorised transactions, claims, or other liability.

A successfully submitted payment will be acknowledged by a receipt containing your Reference Number for your debit/credit card payment. The total amount includes GST, when applicable.

By clicking Submit I acknowledge that:

- I have read and understood the information on the Home Affairs website regarding [Getting a Refund](#).
- For AusCheck's payment, refunds can only be provided in limited circumstances through contacting the [AusCheck Service Desk](#).

Do you want to submit payment of \$ 305.00 (AUD)?

Buttons: Cancel, Submit

Background form fields (partially visible):

- Address 2: [Empty]
- City: HILLSDALE
- Country: Australia
- Email (NuDe): [Empty]
- Name on card: Jansen Imports Pty Ltd
- Expiry month: 01
- Recipient Email Address: accounts@jansenimports.com.au
- Total payment amount (AUD): \$ 305.00
- Credit card surcharge (AUD): \$ 5.00

Footer: For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au
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The **Payment Receipt** screen displays.

A message displays at the top of the screen advising the receipt has been emailed to the address you specified in the **Recipient Email Address** field.

If you wish to send a copy of the receipt to an additional email address:

8. In the **Send Email Receipt To** field, enter the appropriate email address,
9. Select the **Send** button.

The screenshot shows the "Payment Receipt" screen with a success message at the top: "Email sent to accounts@jansenimports.com.au".

Payment Receipt

Status	Success
Receipt Number	200023545985
Date	10 May 2024
Customer Reference Number	50004201781
Debit/credit card number	443426*****008
Expiry date (MM/YY)	01/39
Name on debit card	Jansen Imports Pty Ltd
Payment Amount (AUD)	\$ 300.00
Surcharge (AUD)	\$ 5.00
What is the surcharge?	
Total Payment amount (AUD)	\$ 305.00

Send Email Receipt To :

Buttons: Send, Make another Payment, Finish

Footer: For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au
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A message displays advising a receipt has been emailed to the address you specified in the **Send Email Receipt To** field.

10. If you need to make another payment, select the **Make Another Payment** button or select the **Finish** button if you are done.

Australian Government
Department of Home Affairs

Email sent to accounts@jansenimports.com.au

Payment Receipt

Status	Success
Receipt Number	200023545985
Date	10 May 2024
Customer Reference Number	50004201781
Debit/credit card number	443426*****008
Expiry date (MM/YY)	01/39
Name on debit card	Jansen Imports Pty Ltd
Payment Amount (AUD)	\$ 300.00
Surcharge (AUD)	\$ 5.00
What is the surcharge?	
Total Payment amount (AUD)	\$ 305.00

Send Email Receipt To :

mike.james@jansenimports.com.au ✓

Send

A receipt has been emailed to mike.james@jansenimports.com.au

[Make another Payment](#) [Finish](#)

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You are returned to the **Make a Payment** screen.

Paying by PayPal

To pay by PayPal:

1. If you do not want to pay the full amount, in the **Amount Owing** field, enter the amount you wish to pay.
2. Select the **PayPal** radio button.

The screen updates to display the **Recipient Email Address** field.

3. If you wish to receive a copy of the payment receipt via email, in the **Recipient Email Address** field, enter the appropriate email address.
4. Select the **Submit** button.

Australian Government
Department of Home Affairs

Make a Payment

Customer Reference Number:
50004201781

Amount Owing (AUD):
\$ 350.00

Payment options
 Debit/credit card
 PayPal
 UnionPay

Payment by PayPal  [What is PayPal?](#)

Recipient Email Address:
accounts@jansenimports.com.au

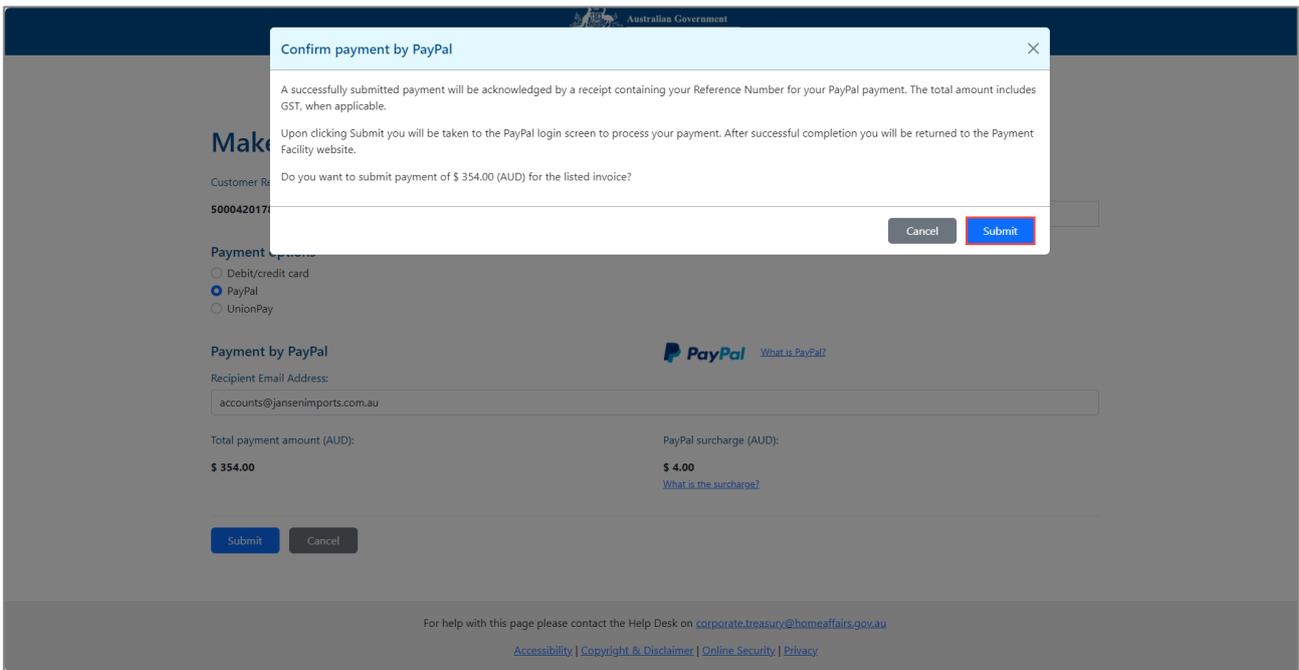
Total payment amount (AUD):
\$ 354.00

PayPal surcharge (AUD):
\$ 4.00
[What is the surcharge?](#)

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The **Confirm payment by PayPal** dialog box displays asking you to confirm the payment.

5. Select the **Submit** button.



The **Login to PayPal** dialog box displays.

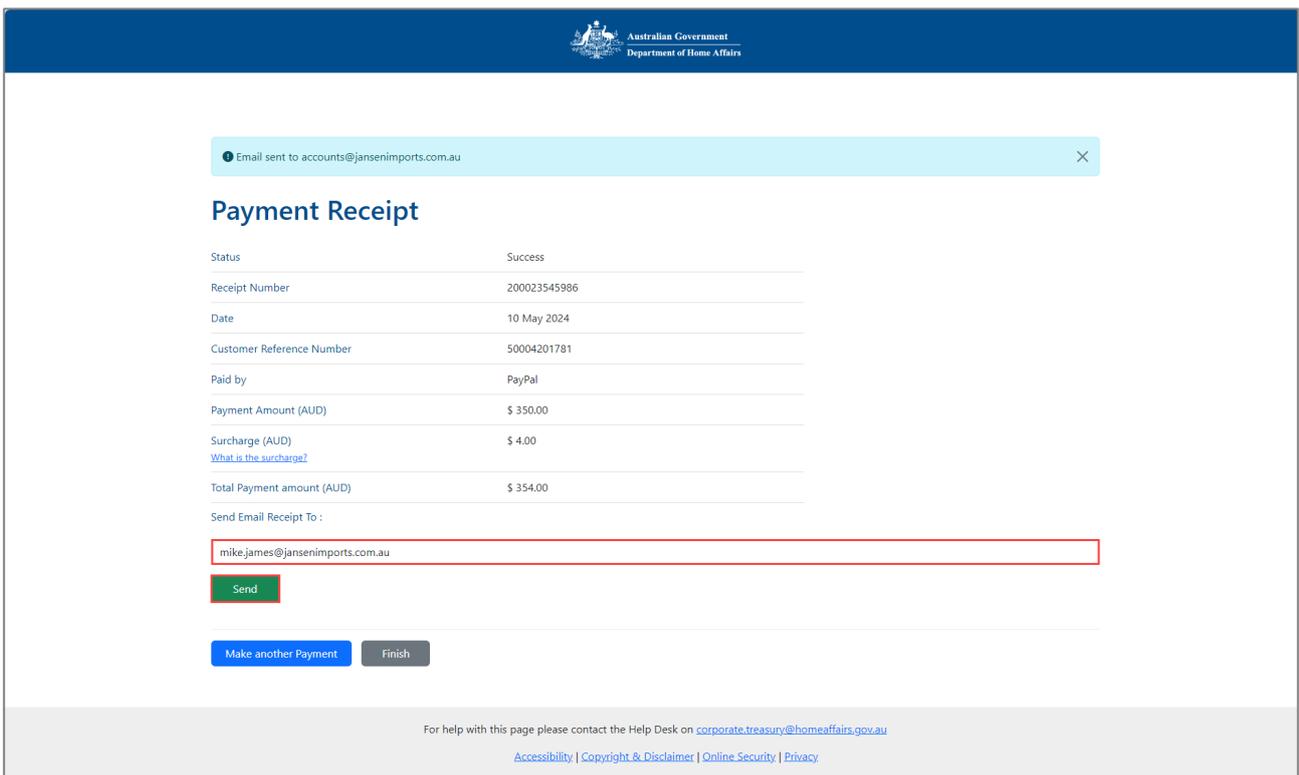
6. Login to PayPal and complete the payment. When you authorise the payment you are returned to the Department of Home Affairs' Single Payment facility.

The **Payment Receipt** screen displays.

A message displays at the top of the screen advising the receipt has been emailed to the address you specified in the **Recipient Email Address** field.

If you wish to send a copy of the receipt to an additional email address:

7. In the **Send Email Receipt To** field, enter the appropriate email address,
8. Select the **Send** button.



A message displays advising a receipt has been emailed to the address you specified in the **Send Email Receipt To** field.

9. If you need to make another payment, select the **Make Another Payment** button or select the **Finish** button if you are done.

Australian Government
Department of Home Affairs

Email sent to accounts@jansenimports.com.au

Payment Receipt

Status	Success
Receipt Number	200023545986
Date	10 May 2024
Customer Reference Number	50004201781
Paid by	PayPal
Payment Amount (AUD)	\$ 350.00
Surcharge (AUD)	\$ 4.00
What is the surcharge?	
Total Payment amount (AUD)	\$ 354.00

Send Email Receipt To:

mike.james@jansenimports.com.au

Send

A receipt has been emailed to mike.james@jansenimports.com.au

[Make another Payment](#) [Finish](#)

For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au

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You are returned to the **Make a Payment** screen.

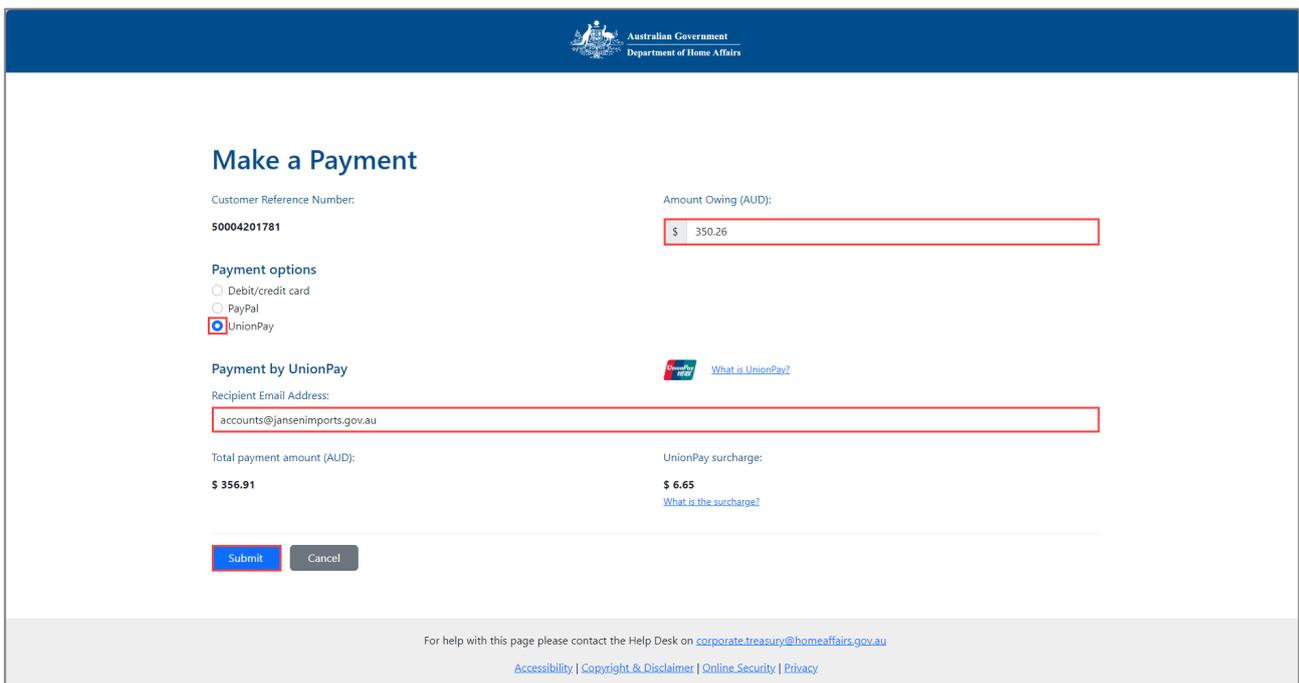
Paying by UnionPay

To pay by UnionPay:

1. If you do not want to pay the full amount, in the **Amount Owing** field, enter the amount you wish to pay.
2. Select the **UnionPay** radio button.

The screen updates to display the **Recipient Email Address** field.

3. If you wish to receive a copy of the payment receipt via email, in the **Recipient Email Address** field, enter the appropriate email address.
4. Select the **Submit** button.



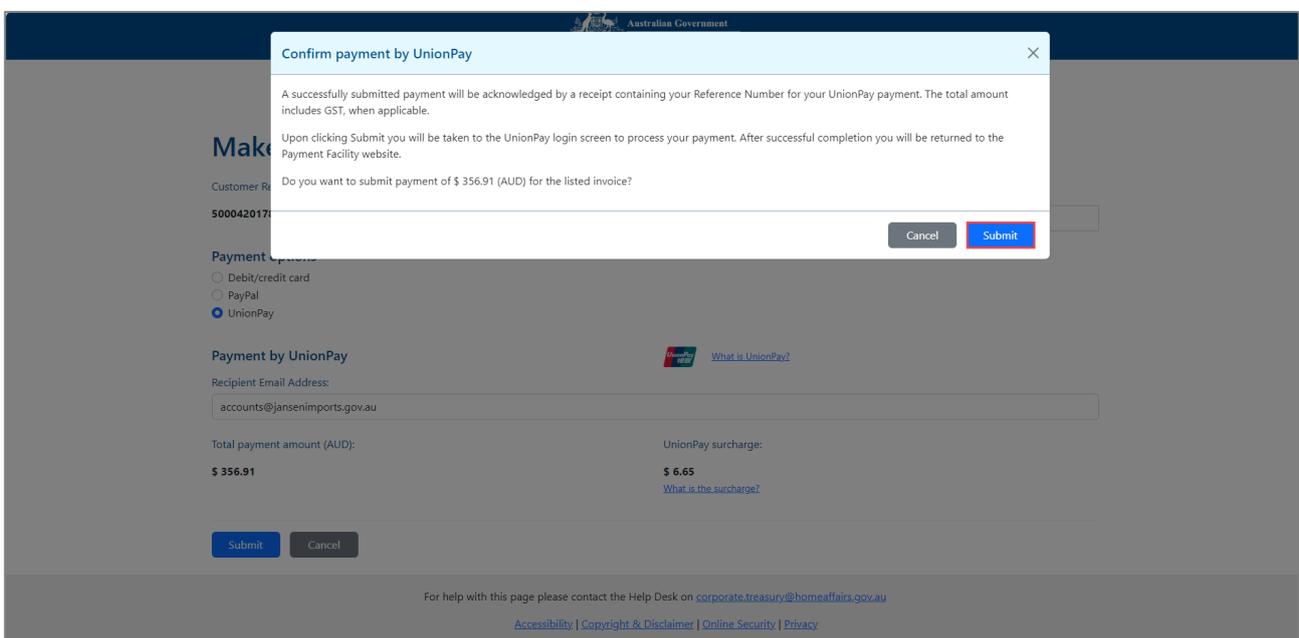
The screenshot shows the 'Make a Payment' form on the Australian Government Department of Home Affairs website. The form includes the following fields and options:

- Customer Reference Number:** 50004201781
- Amount Owing (AUD):** \$ 350.26
- Payment options:** Radio buttons for Debit/credit card, PayPal, and UnionPay (selected).
- Payment by UnionPay:** Includes the UnionPay logo and a link 'What is UnionPay?'.
- Recipient Email Address:** accounts@jansenimports.gov.au
- Total payment amount (AUD):** \$ 356.91
- UnionPay surcharge:** \$ 6.65, with a link 'What is the surcharge?'.

At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer contains contact information for the Help Desk and links for Accessibility, Copyright & Disclaimer, Online Security, and Privacy.

The **Confirm payment by UnionPay** dialog box displays asking you to confirm the payment.

5. Select the **Submit** button.



The screenshot shows the 'Confirm payment by UnionPay' dialog box overlaid on the payment form. The dialog box contains the following text:

Confirm payment by UnionPay

A successfully submitted payment will be acknowledged by a receipt containing your Reference Number for your UnionPay payment. The total amount includes GST, when applicable.

Upon clicking Submit you will be taken to the UnionPay login screen to process your payment. After successful completion you will be returned to the Payment Facility website.

Do you want to submit payment of \$ 356.91 (AUD) for the listed invoice?

At the bottom of the dialog box are 'Cancel' and 'Submit' buttons.

The **Login to UnionPay** screen displays.

6. Login to **UnionPay** and complete the appropriate payment details. When you authorise the payment you are returned to the Department of Home Affairs' single payment facility.

The **Payment Receipt** screen displays.

A message displays at the top of the screen advising the receipt has been emailed to the address you specified in the **Recipient Email Address** field.

If you wish to send a copy of the receipt to an additional email address:

7. In the **Send Email Receipt To** field, enter the appropriate email address,
8. Select the **Send** button.

Australian Government
Department of Home Affairs

Email sent to accounts@jansenimports.gov.au

Payment Receipt

Status	Success
Receipt Number	200023545987
Date	10 May 2024
Customer Reference Number	50004201781
Paid by	UnionPay
Payment Amount (AUD)	\$ 350.26
Surcharge (AUD)	\$ 6.65
What is the surcharge?	
Total Payment amount (AUD)	\$ 356.91

Send Email Receipt To :

mike.james@jansenimports.com.au

Send

Make another Payment Finish

For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au

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A message displays advising a receipt has been emailed to the address you specified in the **Send Email Receipt To** field.

9. If you need to make another payment, select the **Make Another Payment** button or select the **Finish** button if you are done.

Australian Government
Department of Home Affairs

Email sent to accounts@jansenimports.gov.au

Payment Receipt

Status	Success
Receipt Number	200023545987
Date	10 May 2024
Customer Reference Number	50004201781
Paid by	UnionPay
Payment Amount (AUD)	\$ 350.26
Surcharge (AUD)	\$ 6.65
What is the surcharge?	
Total Payment amount (AUD)	\$ 356.91

Send Email Receipt To:

Send

A receipt has been emailed to mike.james@jansenimports.com.au

[Make another Payment](#) [Finish](#)

For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au

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You are returned to the **Make a Payment** screen.