



South Australian Government Schools

How to Pay your Invoice

HOW TO PAY YOUR INVOICE

The South Australian government banking provider, Commonwealth Bank of Australia, has a number of convenient options for you to pay your invoices. All payments must be paid in Australian Dollars (AUD) by the due date otherwise a \$100 late fee may apply.

Please note cash deposits at Australian bank branches or at our office cannot be accepted.

Please find below the different payment methods available:

BPAY

Available through internet and phone banking from Australian bank accounts. Your Biller Code and Reference Number can be found on your invoice. Please note you will receive a BPAY receipt through your internet or phone banking accounts immediately after payment. Please print this off as this is the only receipt that will be issued. For more information, please visit www.bpay.com.au.

BPOINT

For payment using Visa or Mastercard. Your Biller Code and Reference Number can be found on your invoice. Please note you will receive a BPOINT receipt immediately after payment. Please print this off as this is the only receipt that will be issued. Please visit www.bpoint.com.au or ring 1300 467 267 to pay your invoice using BPOINT.

International Bank Transfer (From Overseas Bank Accounts)

Bank Name: Commonwealth Bank of Australia
Account Name: Department for Education and Child Development
Bank Address: 96 King William St, Adelaide, South Australia, 5000
SWIFT Code: CTBA AU2S

BSB Number: 065-790 (*international bank field 57*)

Account Number: Please see invoice* (*International bank field 59*)

**Our bank account number can be found on your invoice. Please note that our bank account number will be different for each invoice due to the way our bank account is set up.*

Please email your payment receipt to DECD.IESFinance@sa.gov.au or fax to (08) 8226 3655 quoting your invoice number.

Internet Banking (From Australian Bank Accounts)

Bank Name: Commonwealth Bank of Australia
Account Name: Department for Education and Child Development
BSB Number: 065-790
Account Number: Please see invoice*

**Our bank account number can be found on your invoice. Please note that our bank account number will be different for each invoice due to the way our bank account is set up.*

Please email your payment receipt to DECD.IESFinance@sa.gov.au or fax (08) 8226 3655 quoting your invoice number.

Please note that cash deposits at Australian bank branches cannot be accepted.

CHEQUE

Payable to: Department for Education and Child Development. Please write invoice number and contact details on back of cheque.

Mail to: Shared Services SA, GPO Box 11028, Adelaide SA AUSTRALIA 5001

OR

Deliver in person weekdays between 9:00 am and 4.30 pm to:

International Education Services, Ground Floor West, 31 Flinders St, Adelaide SA 5000

Credit Card

Pay using **BPOINT** (please see above)

OR

Pay in person weekdays between 9am and 4.30 pm at:

International Education Services, Ground Floor West, 31 Flinders St, Adelaide SA 5000

Please ensure that your daily transaction limit is sufficient to pay your invoice in full.

For further assistance please email DECD.IESFinance@sa.gov.au or phone +61 8 8226 3402

THANK YOU

Approved on: 07.04.15

Authorised by: Director, IE



Government of South Australia
Department of Education and
Children's Services

International Education Services

Department for Education and Child Development
T/A South Australian Government Schools CRICOS Provider Number: 00018A

GPO Box 1152, Adelaide 5001
South Australia AUSTRALIA
Web: www.internationalstudents.sa.edu.au

Telephone: +61 8 8226 3402
Fax: +61 8 8226 3655
Email: decdisp@sa.gov.au