**INSTRUCTIONS:**

**PREFERRED PAYMENT OPTION: Payment by; Credit Card (Visa/MasterCard/American Express/UnionPay/JCB)**

**Payment via Accounts Receivable:**

1. Complete this form by completing *Payer Details*
2. Email the completed form to Accounts Receivable, AccountsReceivable@unisa.edu.au
3. Once the form has been emailed to the AR Team please contact the Accounts Receivable Team on 830 21653 to pay with your personal credit card.
4. Retain the completed form for your own records.

**PAYER DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Paid in By:** |  | **Contact Phone:** |  |
| **Name of Payer:***(person owing money to UniSA)* |  |  **Date:** |  |
| **Amount to Pay:** | $ | **GST Code:**  | **T / F / N** |
| **Account Code to be Credited:** |  | - |  | - |  |
| **Sub-Ledger***(e.g. AD/PG/SR/TN/PD)* |  | **Account Code***(6 digits unless PD)* |  | **Item Code***(4 digits)* |
| **Description of what you are paying for:**  |  |

**Do you require a receipt?** (*Please tick*): 🞏 Yes 🞏 No

|  |  |
| --- | --- |
| **Email Address:** |  |