

PAYMENT OPTIONS

There are three options for payment of fees.

- **Cheques**

Cheques should be made payable to the **Department of Mines and Energy**. They should be attached to relevant paper work, such as an application form, letter, or a copy of the relevant invoice indicating what the payment is for. Cheques should be sent to the following address.

Mailing Address:

Queensland Gas Scheme Regulatory Team
Department of Mines and Energy
PO Box 15216
CITY EAST QLD 4002

Street Address:

Queensland Gas Scheme Regulatory Team
Department of Mines and Energy
7th Floor, 61 Mary Street
BRISBANE QLD 4000

- **Electronic Funds Transfer**

Fees may be paid by Electronic Funds Transfer (EFT). The account details for EFT payments are:

Bank Name: Commonwealth Bank of Australia
BSB: 064 013
Account No. 10029770
Name: Department of Mines and Energy Administered Account
ABN No. 98 628 485 885

Remittance Advices should be forwarded to:

Shared Service Agency (SSA)

Fax No. 07 3033 0937

Email corporatelinkrecepting@corporatelink.qld.gov.au

SSA are contactable on:

Ph 07 3224 7286

A copy of the Remittance Advice should also be faxed to the Queensland Regulatory Team at Fax number 07 3222 2410.

Parties paying amounts by EFT must ensure they advise the Department of Mines and Energy of the deposit and its associated details.

- **Credit Cards**

Credit Card payments can be made by mail or by facsimile.

Parties paying amounts by Credit Card must ensure they advise the Department of Mines and Energy of the payment and its associated details.

Credit/Corporate Card Payments to Department of Mines and Energy can be lodged with SSA:

Fax: 07 3033 0937 (preferred option) L17 160 Mary Street
BRISBANE QLD 4000

Details required:

- Name of Payee/Organisation
- Amount being paid
- Description or purpose of payment
- Type of Credit Card
 - VISA / MASTERCARD / AMEX only
- Card Number (16 digits)
- Expiry date (4 digits)
- Cardholders name as it appears on card
- Cardholders signature (if by fax)
- Cardholder's contact phone number