

# Customs and Border Protection Manual Invoice Example



Australian Government  
Australian Customs and  
Border Protection Service

## Import Declaration Payment Authorisation Advice

Your Import Declaration has been lodged and is now ready for payment. The amounts payable have been calculated based on the information that you provided. Please use one of the following payment options. Please note: Australian Customs and Border Protection Service does not accept personal cheques for the payment of a Postal Import Declaration.

Client Name: JOE BLOGGS

### IMPORT DECLARATION INFORMATION

Import Declaration ID: AA1234567  
Reference Number: V12345

### DUTY, TAXES AND CHARGES PAYABLE

Customs Duty	
Wine Equalisation Tax (WET)	
Goods and Services Tax (GST)	
Entry Processing Fee	\$48.85

**Payment Due \$48.85**

Once correct payment has been processed your goods will be forwarded to you (except where you have been notified by Australian Customs and Border Protection Service that you are also required to provide an Import permit). For enquiries please contact the Customer Information and Service Centre on 1300 558 099 or [casosupport@customs.gov.au](mailto:casosupport@customs.gov.au)

**HOW TO FILL IN THIS FORM:** Please print in BLOCK letters. When sent by post or fax, the Cardholders Declaration must be signed in the box provided.  
Please note: When this declaration is sent by email:  
• As an individual you must include your full name separately in the email; or  
• For an organisation you must include the Name and ABN of the organisation separately in the email and the full name of the individual sending the email.

Once complete return the entire form to Australian Customs and Border Protection Service via fax number (03) 9339 1500 or scan and email to [postimportsvic@customs.gov.au](mailto:postimportsvic@customs.gov.au).

I hereby authorise Australian Customs and Border Protection Service to debit my credit/debit card (details provided below) being payment of Customs Duty, Taxes and Charges for a total payment of \$48.85 for JOE BLOGGS, Import Declaration AA1234567, Reference Number V12345.

Card Type (Please ✓)	MasterCard <input type="checkbox"/>	VISA <input type="checkbox"/>	American Express <input type="checkbox"/>
Cardholders Name			
Card Number			
Expiry Date	Month	Year	CCV Number*
Contact Telephone	*3 digit security number on the back of the card		
Declaration	I am 18 years of age or older and I declare the information provided above is true and correct, to the best of my knowledge.		
Cardholders Signature			Date

Please note: Diners Club Card is not accepted. A surcharge applies to all credit card payments at the following rates: VISA/MASTERCARD: 0.94% and AMEX: 1.54%.

Please ensure that the money order is made payable to Australian Customs and Border Protection Service. It should be marked **NON NEGOTIABLE**, made out for the **exact** amount due (any discrepancies in the total amount payable may result in a delay in processing this payment) and mailed to the address below.

Please note: Australian Customs and Border Protection Service does not accept personal cheques for the payment of a Postal Import Declaration.

Australian Customs and Border Protection Service  
Client Services  
PO Box 1361  
Tullamarine Business Centre  
VIC 3043

Please find enclosed a money order being payment of Customs Duty, Taxes and Charges for a total payment of \$48.85 for JOE BLOGGS, Import Declaration AA1234567, Reference Number V12345.

### AUSTRALIAN CUSTOMS AND BORDER PROTECTION SERVICE USE ONLY

Cashier	Date Processed	Import Declaration	Receipt Number	Surcharge Amount

Client information.

INFORMATION  
DUTY, TAXES AND CHARGES

Charges payable.

Payment options available for this manually created invoice.

PAYMENT OPTION 1  
CREDIT/DEBIT CARD PAYMENT AUTHORISATION

PAYMENT OPTION 2  
MONEY ORDERS